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SACRAMENTO
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LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

Culbert L. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR
Sacramento
April 29, 1942

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

MRS. MARY E. BARKWILL
ROUTE 1, Box 55
LINDSAY

MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
BEVERLY HILLS

MRS. T. G. EMMONS
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SALINAS

ERWIN M. HIRSCHFELDER
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BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES

J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

My dear Mr. Peek:

Attached hereto are three copies of regulation,
currently effective, made by the State Depart-
ment of Social Welfare.

This regulation is filed in accordance with
Article 21 of Chapter 3 of Title 1 of Part 3 of
the Political Code as amended by Chapter 628,
Statutes of 1941.

Very sincerely yours,

Martha A. Chickering
MARTHA A. CHICKERING, Director
Department of Social Welfare 23m

Attachments
172:786

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Culbert T. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
April 28, 1942

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

MAY 1 - 1942
PAUL PEEK, Secretary of State
By *[Signature]* Deputy

IN REPLY PLEASE REFER
TO:

SOCIAL WELFARE BOARD

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DEPARTMENT BULLETIN NO. 187

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Reimbursements to
Counties

The following policy governing reimbursements for aid paid during periods of ineligibility were adopted by the Social Welfare Board at the March 1942 meeting and are effective immediately.

1. When the rules and regulations of the State Department of Social Welfare provided an area of discretion and the county makes a decision in this discretionary area, which decision on later review is reversed by the Aid Division, reimbursement will be allowed to the end of the month in which the county receives notification of the Division's decision, unless such notification is received after the twentieth of the month, in which case reimbursement will be allowed for the following month.

Example:

Application was made under the "C.I.F." Classification. The physician's report stated that the father was "probably" permanently incapacitated for gainful work, and farther down on the form stated: "At a later date, man may be able to work." The county advanced aid beginning July 1, 1941. The State Department of Social Welfare did not consider that the physician's report satisfactorily established eligibility. The county could not obtain a more definite statement from the physician, and the county was notified August 12, 1941, that the case was not eligible.

Since evaluating physicians' reports in Aid to Needy Children involves an area of discretion in which there may easily be a difference of opinion, reimbursement was allowed until August 31, 1941, the end of the month in which the county received notification of the Department's decision.

2. When new rules and regulations have been issued on any point, reimbursement will be allowed on the basis of the former ruling for a 90-day adjustment period unless otherwise stated at the time of release of the new rule or regulation.

Example:

On December 14, 1940, a bulletin was issued announcing that the county assessed value of property being purchased under a contract of sale must be considered in determining the eligibility of the buyer. Old Age Security was granted on March 12 effective from March 1, 1941. Real property owned, not including property being purchased on contract, was \$2900. The total assessed value of real property, including that being purchased on contract, was \$3200. Reimbursement was made for the March payment but not for aid advanced thereafter.

3. If the date of verification of ineligibility by the county, or receipt of notification from the State Department of Social Welfare of ineligibility, falls on or after the twentieth of the month, reimbursement will be allowed until the end of the subsequent month, provided the county has investigated promptly any substantial information affecting ineligibility.

Example:

The county learned on March 21, 1941, that recipient had received personal property in excess of \$500. The original investigation was adequate, and there was no subsequent information affecting eligibility. The county, due to administrative lag, released the April warrant.

Reimbursement was allowed until April 30, 1941, since the information regarding ineligibility was received after the twentieth of the month. If the county had learned of ineligibility on March 18, 1941, reimbursement would have been allowed only through March 31, 1941.

4. Reimbursement will be allowed for periods of ineligibility prior to April 1, 1939, unless the categorical case record of the individual concerned contains definite evidence of ineligibility. If there is verified ineligibility, reimbursement will be allowed prior to, but not subsequent to the date of such verification.

Example:

Old Age Security began February 1, 1938. The applicant declared a \$400 bank account in Citizens' Bank. The bank account was not checked until reinvestigation was made on February 1, 1939, and it was therefore not discovered that man actually had \$550 personal property. County discontinued aid, effective the end of February, 1939.

Since there was no actual evidence of ineligibility in the case record, full reimbursement would be allowed up to the date aid was discontinued by the county. If the period involved had been subsequent to April 1, 1939, reimbursement would not have been allowed, because the original investigation was not "reasonably adequate."

5. If 1 and 2 do not apply, reimbursement will be allowed to date of verification of ineligibility for periods of ineligibility prior to January 1, 1942, regardless of whether reinvestigation was due or was made, provided a reasonably adequate original investigation was made, and any subsequent substantial information affecting eligibility was investigated promptly.

Example:

A recipient of Old Age Security inherited on September 8, 1940, real property in excess of the amount allowed, but this was not discovered until February 19, 1941, at which time aid was discontinued. There had been no reinvestigation since October 2, 1939, but the original investigation was adequate, and there was no information received indicating possible ineligibility.

Reimbursement would be allowed to date of discovery, regardless of the fact that no reinvestigation had been made since October 2, 1939.

6. Subsequent to April 1, 1939, the case record will be held to include the categorical aid and the indigent aid case records of the individual concerned.

Example:

Application for indigent aid was made in June, 1939, at which time real property in Arizona was declared and noted on the face sheet. In June, 1941, application for Old Age Security was filed, and aid was granted effective September 1, 1941. Investigation of property holdings in the county of application showed property assessed at \$1200. Ownership of property in Arizona was not investigated before aid began. Subsequent investigation showed ownership of Arizona property assessed at \$2000 bringing the total assessed value of real property to \$3200. Aid was discontinued by the county effective December 31, 1941. Disallowance is made for aid advanced from September 1, 1941.

7. Reimbursement will not be allowed when the requirements of the statutes or interpretation of the statutes allow the SDSW no discretion.

Examples:

- a. Recipient died August 21, 1941. County claimed through September 30. State disallowed September claim.

Recipient died August 31 after the warrant for September was delivered. County claimed through September 30. State disallowed September claim.

- b. Application for Aid to Needy Children submitted by county, aid to begin July 1, 1941. As County Board of Supervisors' action was taken on August 5, 1941, the State Department of Social Welfare could not reimburse for July and be in accordance with the provisions of Section 1552.

- c. Application for Aid to Needy Children submitted by county, aid to begin August 1, 1941. Aid authorized by the State Department of Social Welfare to begin August 8, 1941, date application was signed. This is in accordance with Section 1552.
- d. Application for Aid to Needy Children submitted by county under "Whereabouts of Father Unknown" Classification, aid to begin September 1, 1941. As the failure to provide warrant was not issued until September 25, 1941, reimbursement was made from that date, in accordance with the provisions of the Code.
- e. Child receiving Aid to Needy Children was 18 on July 8, 1941. County claimed through July 15, 1941, but the State Department of Social Welfare could not reimburse on or after child's 18th birthday. (Attorney General's Opinion.)
- f. Following discontinuance of aid to the recipient because he entered the county hospital for medical care, the county restored aid effective June 1, 1941. The recipient did not leave the hospital until June 12, 1941. The SDSW reimbursed from June 12, 1941, as aid was payable only for that portion of the month when the recipient was not an inmate.
- g. Application for Aid to Needy Blind submitted, with aid to begin May 1, 1941. Reimbursement was not authorized by the State Department of Social Welfare as the physician's report did not establish that the applicant was blind, according to the definition of blindness established by the Social Welfare Board.
- h. Old Age Security application signed September 3, 1941. Aid granted on December 9, 1941, effective from December 1, 1941. 90-day period terminated December 2, 1941. Since aid shall be paid from the first of the month following the end of the 90-day period, reimbursement for December aid advanced was disallowed.

Very sincerely yours

Martha A. Chickering
 MARTHA A. CHICKERING, Director
 Department of Social Welfare

(Authority: Sections 1555, 1560,
 2140, 2188, 3075,
 3087.2, 3460, 3481
 of the Welfare and
 Institutions Code)

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Culbert L. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
May 5, 1942

SOCIAL WELFARE BOARD
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Marttha A. Chickering
MARTHA A. CHICKERING, Director *23rd*
Department of Social Welfare

Attachments
172:786

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Culbert L. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
May 1, 1942

FILED

in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

MAY 6 - 1942

PAUL BECK, Secretary of State

By

Chas. J. Smith
Deputy

Subject: Standards of Eligibility and
Certification Procedure for the
Receipt of Food Commodities Sup-
plied by the Agricultural Market-
ing Administration

SOCIAL WELFARE BOARD
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DEPARTMENT BULLETIN NO. 189 S.A.A.

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS

This bulletin is issued (1) to inform the county boards of supervisors and the county welfare departments of the standards of eligibility for the receipt of foods supplied by the Agricultural Marketing Administration and distributed by the Division of Commodity Distribution of the State Department of Social Welfare and (2) to instruct those few remaining counties, in which direct distribution continues, relative to the certification procedure that will be observed.

All previous bulletins, memoranda or other instructions concerning these two subjects, i.e., eligibility and certification, are hereby cancelled.

Section I - Eligibility

The State Department of Social Welfare in cooperating with the Agricultural Marketing Administration assumes the responsibility for the promulgation of policies and practices pertaining to the distribution of foods subject to the rules and regulations established by the Agricultural Marketing Administration.

It is the policy that foods shall not be issued in a manner to substitute for, be in lieu of, or diminish present or future relief or public assistance allowances. It is further understood that the county welfare department shall not refer persons who, according to its records, do not have facilities for the preparation of foods.

Effective not later than July 1, 1942, (the Director of the SDSW may cause any part of the policy contained in this Section to be made effective prior to this date) the following are eligible to receive foods provided they are certified in accordance with the procedures established by the SDSW.

- A. General assistance cases in counties where the Stamp Plan is not operating or in counties not specified by the Agricultural Marketing Administration.

1. Persons and families receiving relief in the form of County Indigent Aid, Aid to Needy Children, Old Age Security, Aid to Partially Self-supporting Blind, and Aid to the Needy Blind, and from the Farm Security Administration.
2. Persons and families receiving relief from private welfare agencies who are recommended to the County Welfare Department by these agencies to be certified as eligible to receive food.
3. Persons employed on WPA and members of their families wholly or partially dependent on these persons employed.
4. Persons certified and awaiting assignment to a WPA project and members of their families wholly or partially dependent on these persons.
5. Ward Indians living on reservations and receiving relief from the U. S. Indian Agency, except those Indians on reservations designated and participating in the Food Stamp Plan.

B. School Lunch Programs

Senior high, junior high and grade schools, nursery schools⁽¹⁾ and other units of the public educational system, boarding schools and orphanages operating school programs supported by federal, state or local government funds or by funds from religious, charitable or educational organizations. These schools shall serve meals to undernourished and/or underprivileged children⁽²⁾ during the regular school terms or as an extension of the program through the summer vacation period. Boarding schools in which all pupils or students are charged for board and lodging may not receive food.

The sponsors⁽³⁾ shall understand and agree to the following conditions which are embodied in the sponsor's written application and agreement:

- (1) For purposes of these standards a nursery school is an agency which provides care for children whose parents, for various reasons, cannot be with them during the day; the primary function of a nursery school is educational.
- (2) A child becomes ineligible the calendar month following his 18th birthday.
- (3) In connection with the determination of eligibility to receive commodities on behalf of school children, campers, trainees, cooking classes, home demonstrations and others enrolled or participating in programs or projects, the Agricultural Marketing Administration requires that provision be made for any funds, equipment, facilities, assistance, supervision of food items necessary to the proper utilization of the supplementary donated commodities. Such provision shall be made by a responsible sponsor, acceptable to the certifying agency, for each such program or project. Local school boards may act as such sponsor, or other suitable agencies, organizations or groups willing and able to undertake the responsibility may be accepted as sponsoring agencies. The sponsor's representative shall sign the prescribed application for certification of eligibility on behalf of the program or project.

1. That the sponsors of the School Lunch Program or their authorized representatives shall determine the particular pupils or students undernourished and/or underprivileged who will benefit from meals prepared in whole or in part from the donated commodities and shall advise the State Department of Social Welfare of the number thereof when requested.
2. That there shall be no discrimination or segregation of any kind between paying and non-paying pupils or students in the preparation and serving of meals.
3. That the program shall be operated strictly on a non-profit basis, or on a basis which provides that any profit, after payment of actual, reasonable expense, will be reinvested in the operation of the program.
4. That the foods shall not be a substitute for, be in lieu of, or diminish present or future quantities of food commodities normally furnished, and that no reduction in any normal expenditures or in funds appropriated or budgeted for food will be made because of receipt, or the expectation of receipt, of donated commodities.
5. That these commodities shall be used in school meals only and for no other purpose.
6. That adequate and proper storage facilities shall be provided and that negligent waste or overordering of commodities shall in no way occur.
7. That an accurate inventory report of commodities distributed by the State Department of Social Welfare shall be submitted monthly.
8. That adequate provision shall be made for equipment, labor and supervision necessary to the preparation and serving of meals, proper utilization of the supplementary donated commodities and efficient operation of the program.
9. That the persons preparing and serving these lunches shall be in good health.
10. That review of operations by an authorized representative of the State Department of Social Welfare will be permitted.
11. That, provided the foregoing requirements are met, donated commodities may be commingled in preparation and serving with commodities from other sources.
12. That any breach of the foregoing conditions shall be sufficient cause for cancellation of eligibility to receive further allocation of commodities.

C. Educational and Recreational Programs and Summer Camps

Summer camps for children, religious and social centers sponsoring such activities as boys' clubs, Bible schools and supervised

recreation, and similar programs supported by federal, state or local government funds, or funds from civic organizations, public subscriptions, private individuals or other sources. These programs shall serve meals to undernourished and/or underprivileged children.⁽¹⁾

The sponsor⁽²⁾ shall understand and agree to the following conditions which are embodied in the sponsor's written application and agreement:

1. That the sponsors or their authorized representatives shall determine the number of children undernourished and/or underprivileged who will benefit from meals prepared in whole or in part from the donated commodities and shall advise the SDSW of the number thereof when requested.
2. That there shall be no discrimination or segregation of any kind between paying and non-paying children in the preparation and serving of meals.
3. That such camps, programs or projects are conducted on a non-profit basis, or in case the income from any fees or other charges exceeds the actual, reasonable cost of operation, such excess shall be reinvested in the operation.
4. That the foods shall not be a substitute for, be in lieu of, or diminish present or future quantities of food commodities normally furnished, and that no reduction in any normal expenditures or in funds appropriated or budgeted for food will be made because of receipt, or the expectation of receipt, of donated commodities.
5. That donated commodities shall be used only for meals served to children while in the immediate care of the camp or participating in community center or playground or similar activities.
6. That adequate provisions shall be made by the sponsor to supply foodstuffs necessary to the proper utilization of the supplementary donated commodities.
7. That adequate and proper storage facilities shall be provided and that negligent waste or overordering of commodities shall in no way occur.
8. That an accurate inventory report of commodities distributed by the SDSW shall be submitted monthly.
9. That adequate provision shall be made for equipment, labor and supervision necessary to the preparation and serving of meals, proper utilization of the supplementary donated commodities and efficient operation of the program.

⁽¹⁾ A child becomes ineligible the calendar month following his 18th birthday.

⁽²⁾ See footnote (3) on page 2.

10. That the persons preparing and serving these lunches shall be in good health.
11. That, provided the foregoing requirements are met, donated commodities may be commingled in preparation and serving with commodities from other sources.
12. That any breach of the foregoing conditions shall be sufficient cause for cancellation of eligibility to receive further allocation of commodities.
13. That review of operations by an authorized representative of the SDSW will be permitted.

D. Housekeeping Aide and Demonstration Projects

Housekeeping aide projects and household workers training demonstrations conducted by the WPA and other similar home demonstration projects conducted substantially for the education of public assistance recipients.

The sponsor⁽¹⁾ shall understand and agree to the following conditions which are embodied in the sponsor's written application and agreement:

1. That such projects are for demonstration purposes only and the amounts of food prepared shall be consistent with this educational policy.
2. That sample meals or dishes prepared in whole or in part from donated commodities shall not be sold or disposed of in any way that may cause interference with normal channels of trade.
3. That there shall be no advertising or promotion of commercial products utilized in the demonstration.
4. That an accurate inventory report of commodities distributed by the SDSW shall be submitted monthly.
5. That review of operations by an authorized representative of the SDSW will be permitted.
6. That any breach of the foregoing conditions shall be sufficient cause for cancellation of eligibility to receive further allocation of commodities.

E. Special Projects, Camps, Institutions and Organizations

1. Resident and non-resident training centers and camps operated by the National Youth Administration and serving meals to certified youth employees.

The NYA shall understand and agree to the following conditions which are embodied in the sponsor's written application and agreement:

⁽¹⁾ See footnote (3) on page 2.

- a. That the gross wage of youth employees shall not be reduced as a result of the receipt of donated commodities.
 - b. That the foods shall not be a substitute for, be in lieu of, or diminish present or future quantities of food commodities normally furnished, and that no reduction in any normal expenditures or in funds appropriated or budgeted for food will be made because of receipt, or the expectation of receipt, of donated commodities.
 - c. That donated commodities shall not be sold or disposed of in any way that may interfere with normal channels of trade.
 - d. That any commodity requested may be delivered only if the SDSW has an available quantity in excess of the quantity which is properly required for distribution to other certified persons, programs or projects.
 - e. That an accurate inventory report of the commodities distributed by the SDSW shall be submitted monthly.
 - f. That, provided the foregoing requirements are met, donated commodities may be commingled in preparation and serving with commodities from other sources.
 - g. That review of operations by an authorized representative of the SDSW will be permitted.
 - h. That any breach of the foregoing conditions shall be sufficient cause for cancellation of eligibility to receive further allocation of commodities.
2. Camps operated by the WPA or by county welfare departments and Camps Established for Conscientious Objectors.

The sponsors⁽¹⁾ shall understand and agree to the following conditions which are embodied in the sponsor's written application and agreement and supported by an affidavit:

- a. That the foods shall not be a substitute for, be in lieu of, or diminish present or future quantities of food commodities furnished, and that no reduction in any normal expenditures or in funds appropriated or budgeted for food will be made because of receipt, or the expectation of receipt, of donated commodities.
- b. That donated commodities or any food prepared therefrom shall not be sold or disposed of in any way that may interfere with normal channels of trade.
- c. That an accurate inventory report of commodities distributed by the SDSW shall be submitted monthly.

(1) See footnote (3) on page 2.

- d. That any commodity requested may be delivered only if the SDSW has an available quantity in excess of the quantity which is properly required for distribution to other certified persons, programs or projects.
 - e. That, provided the foregoing requirements are met, donated commodities may be commingled in preparation and serving with commodities from other sources.
 - f. That review of operations by an authorized representative of the SDSW will be permitted.
 - g. That any breach of the foregoing conditions shall be sufficient cause for cancellation of eligibility to receive further allocation of commodities.
3. Charitable institutions and charitable organizations supported in whole or in part from public or private funds, such as homes for the aged and indigent, hospitals, sanitariums, and institutions for the insane or handicapped, except that penal institutions are not eligible.

The sponsors⁽¹⁾ shall understand and agree to the following conditions which are embodied in the sponsor's written application and agreement and supported by an affidavit:

- a. That the foods shall not be a substitute for, be in lieu of, or diminish present or future quantities of food commodities furnished, and that no reduction in any normal expenditures or in funds appropriated or budgeted for food will be made because of receipt, or the expectation of receipt, of donated commodities.
- b. That an accurate inventory report of commodities distributed by the SDSW shall be submitted monthly.
- c. That any commodity requested may be delivered only if the SDSW has an available quantity in excess of the quantity which is properly required for distribution to other certified persons, programs, or projects.
- d. That review of operations by an authorized representative of the SDSW will be permitted.
- e. That any breach of the foregoing conditions shall be sufficient cause for cancellation of eligibility to receive further allocation of commodities.

Determination of the available foods shall be made in all instances by the Supervisor of Commodity Distribution.

The kinds and quantities of food to which the foregoing families, projects, organizations, and institutions are eligible will be determined by the Agricultural Marketing Administration and/or SDSW.

⁽¹⁾See footnote (3) on page 2.

Section II - Certification

Effective June 1, 1942, in those counties in which direct distribution of food commodities continues, the following certification procedure will be observed for CWD families and private agency families: ⁽¹⁾

The CWD shall complete and forward to the Commodity Distribution Warehouse Manager two Identification Cards ⁽²⁾, DD 634 for each family. These cards shall show at least the following information: a - case name, b - case number, c - case address or mailing address if different, d - number in household, e - type of assistance, f - signature of eligible recipient and, if considered advisable, the signature of an alternate, g - name of agency, h - signature of agency representative, and i - date card issued. One DD 634 card will be retained by the Commodity Distribution Warehouse Manager and the other card will be forwarded by him to the eligible family together with instructions for obtaining the food, e. g., the time and place of commissary deliveries or truck runs.

Also, the CWD shall submit a statement of certification and transmittal (see form attached), signed by the CWD director, which should contain at least the following information: a - a list of the case names and numbers for whom DD 634 cards are enclosed, b - a statement certifying that these families are receiving aid from the CWD or from a private agency so indicated, c - a statement that it is understood that the foods shall not be used in a manner to substitute for, be in lieu of, or diminish present or future relief or public assistance allowances, and d - a statement that agency's records indicate that these families have facilities for the preparation of food.

When a household consists of persons receiving several types of assistance, the certification and the DD 634 cards shall be issued under one case name and one case number with priority given to the various types of aid in the following order: County Indigent Aid, Aid to Needy Children, Old Age Security, Aid to the Partially Self-supporting Blind and Aid to the Needy Blind.

A change in certification, e. g., number in household, type of aid, address, etc., shall be made by the CWD on DD 634 cards (i. e., two cards for each household) and forwarded to the Commodity Distribution Warehouse Manager with a statement of certification and transmittal (see form attached). When the recipient presents his old card for a food issuance, it will be destroyed and he shall be given one of the new DD 634 cards for identification purposes.

The CWD shall forward to the Commodity Distribution Warehouse Manager a written notice of cancellation of certification in writing at the time the family becomes ineligible.

At least twice each year, on or about July 1 and January 1, the CWD shall reconcile its certifications with those in the Commodity Distribution Warehouse.

(1) The CWD may authorize a private agency to receive foods by writing a letter to this effect to the Commodity Distribution Warehouse Manager. In authorizing a private agency, the CWD shall assume full responsibility for instructing the agency in the policies and procedures relating to foods.

(2) DD 634 cards will be furnished by the Commodity Distribution Warehouse Manager.

Very sincerely yours

MARtha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

(Authority: Chapter 878, Statutes
Attachment of 1941)

Dept. Bul. No. 189 S.A.A.
Page 8

STATEMENT OF CERTIFICATION AND TRANSMITTAL

To: Division of Commodity Distribution
State Department of Social Welfare

Date: _____

(Address)

From: _____
(County Welfare Department)

(Address)

I certify that the following (enter number) families are receiving assistance from our agency or from the agency noted opposite the family's name, that the agency's records indicate these families have facilities for the preparation of food, and that it is understood that the food received from the Division of Commodity Distribution shall not be used in a manner to substitute for, be in lieu of, or diminish present or future relief or public assistance allowances. Two "Identification Cards," DD 634, are enclosed for each family.

Signed: _____
(County Welfare Director)

FAMILY	CASE NUMBER	NUMBER OF PER- SONS IN FAMILY	FAMILY	CASE NUMBER	NUMBER OF PER- SONS IN FAMILY

USE OTHER SIDE

[illegible]

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Culbert L. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
May 5, 1942

SOCIAL WELFARE BOARD
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LOS ANGELES

J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

My dear Mr. Peek:

Attached hereto are three copies of regulation,
currently effective, made by the State Depart-
ment of Social Welfare.

This regulation is filed in accordance with
Article 21 of Chapter 3 of Title 1 of Part 3 of
the Political Code as amended by Chapter 628,
Statutes of 1941.

Very sincerely yours,

Martha A. Chickering
MARTHA A. CHICKERING, Director
Department of Social Welfare

Attachments
172:786

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

MAY 6 - 1942
PAUL PEEK, Secretary of State

By *Chas. G. Sargent*
Deputy

Culbert L. Olson
Governor

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
May 4, 1942

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

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ROUTE 1, BOX 55
LINDSAY

MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
BEVERLY HILLS

MRS. T. G. EMMONS
POST OFFICE BOX 12
SALINAS

ERWIN M. HIRSCHFELDER
250 FRONT STREET
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BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES

J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

DEPARTMENT BULLETIN NO. 181-E

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

IN REPLY PLEASE REFER

TO:

Subject: Procedure for Filing Claims for Administrative Expenses Against the Federal Security Agency on Account of (1) Service to Aliens of Enemy Nationality affected by the Department of Justice removal orders and (2) Services Rendered for Wartime Civil Control Administration

Specific reference is made to Department Bulletins No. 181 and 181 A, B, C, and D.

Upon receipt of request from any county the necessary Federal Forms and complete detailed instructions on how to prepare and submit all claims against the Federal Security Agency for reimbursement of administrative expenses will be furnished by the State Department of Social Welfare, Sacramento.

It will be noted from the above subjects and bulletins regarding them, that there are two entirely separate and distinct programs involved. Some counties may have had administrative expenditures in connection with both of these programs for which they wish to claim reimbursement. Other counties may have had administrative expenditures of a substantial nature involving only one of the two programs. Some counties probably have not incurred reimburseable expenditures for either of the two programs.

While similar procedure will be followed in preparing and presenting claims for administrative expense for both programs it will be essential that absolutely separate claims be prepared for each program. This means that separately identified records of administrative expenditures must be maintained from which claims for reimbursement can be prepared.

Very sincerely yours,

(Authority: Sections 113 and 120
Welfare and Institutions
Code)

Martha A. Chickering
MARTHA A. CHICKERING, Director
Department of Social Welfare

Culbert L. Olson
Governor

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STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
May 5, 1942

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BERKELEY

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

My dear Mr. Peek:

Attached are copies of rules and regulations made by the State Department of Social Welfare, Division of Commodity Distribution. These regulations are filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Attached are:

DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 18
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)
April 28, 1942

DIRECT DISTRIBUTION BULLETIN NO. 4
Subject: Certification
May 2, 1942

Very sincerely yours,

MARTHA A. CHICKERING, Director

By

E. E. Silveira
Administrative Assistant

360:337
Attach.

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

MAY 6 1942

PAUL PECK, Secretary of State

By

Deputy

DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

April 28, 1942

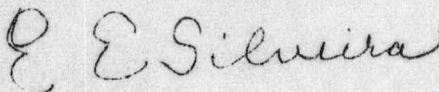
DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 18

(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)

Carl Henderson has replaced John J. Hodel as manager
of the Bakersfield District.

Very truly yours

MARTHA A. CHICKERING, Director

By 

E. E. Silveira
Administrative Assistant

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

May 2, 1942

DIRECT DISTRIBUTION BULLETIN NO. 4

Subject: Certification

This bulletin is issued to inform managers of the procedures to be observed in the certification of families, projects, programs, organizations and institutions determined eligible for commodities in accordance with the policies established in DIRECT DISTRIBUTION BULLETIN NO. 3. Such procedures become effective June 1, 1942 thus cancelling all previous bulletins, memoranda or other instructions concerning the subject of certification.

Distribution of food must be confined to certified recipients.

A. For the general assistance cases as defined in Direct Distribution Bulletin No. 3 in counties in which the Stamp Plan is not operative and in counties or areas not specified by the AMA, the following certification procedures will be observed.

1. For an eligible CWD family, or eligible private agency family⁽¹⁾ the CDW will receive from the CWD two completed Identification Cards, DD 634. These cards will show at least the following information: a - case name, b - case number, c - case address or mailing address if different, d - number in household, e - type of assistance, f - signature of eligible recipient and if considered advisable, the signature of an alternate, g - name of agency, h - signature of agency representative, and i - date card issued.

One DD 634 card shall be filed alphabetically in the Eligibility File and the second card shall be forwarded to the eligible family together with instructions for obtaining the food, e.g., the time and place of commissary deliveries or truck runs.

Also a statement of certification and transmittal (see Sample 1 attached) signed by the CWD director or his authorized representative shall be required by the CD Manager and the documents should contain at least the following information: a - a list of the case names and numbers for whom DD 634 cards are enclosed, b - a statement certifying that these families are receiving aid from the CWD or from a private agency so indicated, c - a statement that it is understood that the foods shall not be used in a manner to substitute for, be in lieu of, or diminish present or future relief or public assistance allowances and 3 - a statement that agency's records indicate that these families have facilities for the preparation of food.

(1) When the CWD authorizes a private welfare agency to recommend eligible families to receive foods, the CD Manager will receive a letter to this effect from the CWD. Such letters shall be appropriately filed in the CDW. In authorizing the agency the CWD assumes full responsibility for instructing the agency in the policies and procedures relating to foods.

When a household consists of persons receiving several types of assistance the certification and the DD 634 cards will be issued under one case name and one case number with priority given to the various types of aid in the following order: County Indigent Aid, Aid to Needy Children, Old Age Security, Aid to the Partially Self-Supporting Blind and Aid to the Needy Blind.

A change in certification, e.g., number in household, type of aid, address, etc., will be made by the CWD on DD 634 cards (i.e., two cards for each household) and forwarded to the CDW with a statement of certification and transmittal (see Sample 1 attached). These new cards shall be compared with the old DD 634 card and inserted in the Eligibility File; then the old DD 634 card shall be pulled and marked across its face "Superseded by new DD 634 card" and filed alphabetically in the Inactive File. When the recipient presents his old card for a food issuance it shall be destroyed and he shall be given one of the new DD 634 cards for identification purposes.

A written notice of cancellation of certification will be forwarded to the CDW by the CWD in writing at the time the family becomes ineligible and the DD 634 card in the Eligibility File shall be marked "Canceled" across its face and transferred to the Inactive File. If the former recipient presents his DD 634 card for service, the card should be obtained from him and destroyed.

At least twice a year, on or about July 1 and January 1, the CDW Manager shall reconcile the certifications with the CWD records.

2. For an eligible Ward Indian family, the CDW will receive from the U. S. Indian Agency two completed DD 634 cards⁽¹⁾. A statement of certification and transmittal (see Sample 2 attached) signed by the U. S. Indian Agency representative shall be required by the CD Manager and the document should contain at least the following information: a - A list of the case names and numbers for whom DD 634 cards are enclosed, b - a statement certifying that these families are living on an Indian Reservation and are receiving assistance from the U. S. Indian Agency, c - a statement that it is understood that the foods shall not be used in a manner to substitute for, be in lieu of, or diminish present or future relief or public assistance allowances and d - a statement that the U. S. Indian Agency records indicate that these families have facilities for the preparation of food.

A change in certification, e.g., number in household, type of aid, address, etc., will be made by the U. S. Indian Agency on DD 634 cards (i.e., two cards for each household) and forwarded to the CDW with a statement of certification and transmittal (see Sample 2 attached). These new cards shall be compared with the old DD 634 card and inserted in the Eligibility File; then the old DD 634 card shall be pulled and marked across its face "Superseded by new DD 634 card" and filed alphabetically in the Inactive File. When the recipient presents his old card for a food issuance, it shall be destroyed and he shall be given one of the new DD 634 cards for identification purposes.

⁽¹⁾ DD 634 cards for Indian families should be completed and filed according to procedure described in Paragraph A-1.

A written notice of cancellation of certification will be forwarded to the CDW by the U. S. Indian Agency at the time the family becomes ineligible and the DD 634 card in the Eligibility File shall be marked "Canceled" across its face and placed in the Inactive File. If the former recipient presents his DD 634 card for service, it should be obtained from him and destroyed.

At least twice a year, on or about July 1 and January 1, the CDW Manager shall reconcile the certifications with the U. S. Indian Agency records.

3. For an eligible FSA family the CDW will receive from the FSA two completed DD 634 cards made out in the manner described in Paragraph A-1 and conspicuously marked "Good for One Complete Monthly Issue Within Thirty Days of Date." When such issue is made, the recipient's DD 634 card shall be taken up by the CDW Manager and destroyed. The CDW DD 634 card showing the issuance shall be placed in the Inactive File. A statement of certification and transmittal (see Sample 3 attached) signed by the FSA representative shall be required by the CDW Manager and the document should contain at least the following information: a - a list of the case names and numbers for whom DD 634 cards are enclosed, b - a statement certifying that these families received grant assistance from the FSA during the month, c - a statement that it is understood that the commodities shall not be used in a manner to substitute for, be in lieu of, or diminish present or future relief or public assistance allowances and d - a statement that the FSA records indicate that these families have facilities for the preparation of food.
4. For an eligible family⁽¹⁾ with a member employed by or awaiting assignment to WPA the CDW shall complete the following items on two DD 634 cards when it receives a verbal or written request from the person employed or awaiting assignment: a - case name, b - case number, c - case address or mailing address if different, d - number in WPA family⁽²⁾, e - type of assistance (i.e., AA - awaiting assignment, or WPA - employed on WPA), f - signature of eligible recipient and if considered advisable, the signature of an alternate, g - signature of CD Manager and h - date card issued. One DD 634 card shall be filed alphabetically in the Eligibility File and the second card given to the eligible person.

All information received directly from the WPA on changes of certifications and an extension of expiration dates on pending cases and all information received directly from the CWD on cases subsequently certified and awaiting assignment to WPA, shall be transcribed on new DD 634 cards (two cards for each household).

These new cards for each family shall be compared with the old DD 634 card and inserted in the Eligibility File; then the old DD 634 card shall be pulled and marked across its face "Superseded by new DD 634 card" and filed alphabetically in the Inactive File. When the recipient presents his old card for a food issuance, the card shall be destroyed and he shall be given one of the new DD 634 cards for identification purposes.

(1) The "Clearance of WPA Eligibility for Clothing," DD 615 cards, will also be used in the few counties effected by this procedure to show eligibility for surplus foods.

(2) Persons living in the household, wholly or partially dependent on the member certified or assigned for WPA employment, and who are not in receipt of aid from the CWD, an "authorized" private welfare agency, the FSA or the U.S. Indian Agency.

As information is received from the WPA that a case is canceled or as a review of the DD 634 cards indicate that a pending assignment case has expired, the card in the file shall be marked "Canceled" across its face. That card shall then be transferred to the Inactive File. If the former recipient presents his DD 634 card for service, the card should be obtained from him and destroyed.

The CDW shall honor requests for food from persons certified as eligible in accordance with the procedure established in Paragraph A of this bulletin and the dates of food issuances shall be posted to the DD 634 cards retained by the warehouse. The procedures outlined in Paragraph A necessitate adequate files for the following documents: active DD 634 cards; inactive DD 634 cards; statements of certification and transmittal from the CWD, from the U. S. Indian Agency and from the Farm Security Administration; notices of cancellation of certification from the respective agencies; and letters from the CWD authorizing specific private welfare agencies to recommend families eligible to receive commodities.

B. For school lunch programs as defined in Direct Distribution Bulletin No. 3, the following certification procedure will be observed:

1. The CD Manager shall acknowledge and follow up requests for the initiation of school lunch programs.
2. The CD Manager should consult or advise the school authority for the area or county (normally such a person would be the County or City Superintendent of Schools) relative to the plans for the school lunch program.
3. After an understanding has been reached by all parties concerned (e.g., the sponsor, the sponsor's authorized agent, the County Superintendent of Schools, the CD Manager) relating to the program, the CD Manager shall provide the sponsor's agent with an "Application for Commodities - School Lunch Programs," DD 627, in five copies. The CD Manager shall instruct the agent in the manner of filing four copies of the application with a written statement from the sponsor that names the agent to be the authorized representative delegated to sign the application on behalf of the sponsor. The fifth copy of the application may be retained by the agent.
4. The CD Manager will receive the DD 627 form in quadruplicate (with the sponsor's written statement attached) from the sponsor's authorized agent after the agent has completed the following items in the manner described:

Name of School - Enter proper name or district number.

Date - Enter date application is made.

Address - Enter street address or location of school, using reverse side of form if instructions are necessary for locating school.

City - Enter name of town or city in which school is located.

County - Enter name of county in which school is located.

Item 1 - Enter total number of all pupils including those 18 years of age and over enrolled in school as on date application is made.

- Item 2 - Designate by check mark type of school under "A", i.e., nursery, elementary, junior high school, high school or consolidated (elementary, junior high and/or high schools); and under "B", i.e., public, parochial, or other private school.
- Item 3 - Enter total number of children under 18 years of age enrolled in school on date application is made.
- Item 4 - Enter total number of children under 18 years of age eating in lunch room daily.
- Item 5 - Enter total number of undernourished and/or underprivileged children under 18 years of age eating in lunch room daily.
- Item 6 - Enter total number of undernourished an/or underprivileged children under 18 years of age who will be served in this program.
- Item 7 - Enter number in item 6 who will be served breakfast, lunch, dinner or other meals.
- Item 8 - Enter method of determining number of children in item 5.
- Item 9 - Enter "yes" or "no" in spaces provided without a detailed explanation.
- Item 10 - Designate by check mark or enter in space provided by whom the lunch room is operated.
- Name of Sponsor - Enter name of organization accepting the responsibility for carrying out the agreement as stated in the application.
- Address of Sponsor - Enter street or mailing address if different.
- Signature - Enter his signature as the person authorized to act as agent for the sponsor.
- Title and Address - Enter his title and address.

5. An application incorrectly filed or indicating ineligibility shall be returned to the sponsor's authorized agent by the CD Manager with an appropriate explanation. When the school is determined to be eligible to receive commodities, the CD Manager shall submit to the Supervisor of Commodity Distribution all four copies of the application form and the sponsor's written statement appointing the agent after completing the following items in the manner described:

Type of Lunch Service: Indicate by check mark type of lunch service.

Eligibility Determined - Enter his signature to indicate that he concurs with the statements of the sponsor's authorized agent and to indicate further that he determines the school eligible to receive commodities. Food deliveries, however, shall not be made until the school is certified by the Supervisor of Commodity Distribution to receive commodities.

General Distribution - Indicate by check mark whether program is "general distribution" or

Fruit Only - Indicate by check mark whether program is "fruit only."

Date - Enter date he determines the school eligible.

Initial Application - Indicate by check mark if this is the first application received from this school, or

Recertification - Indicate by check mark if this school was previously certified for commodities.

WPA Assistance - If "Recertification" is checked enter "yes" or "no" to indicate if WPA help is used in the school lunch program.

6. When certification is refused all four copies of the application and the sponsor's written statement shall be returned to the CD Manager by the Supervisor of Commodity Distribution with a memorandum explaining the action that should be taken. When the application is honored the Supervisor of Commodity Distribution shall complete the following items in the manner described on all four copies of the application:

Certified for Commodities - Enter his signature to indicate he certifies the school to receive commodities and to indicate further that he authorizes the CD Manager to make deliveries of food.

Date - Enter date he certifies school to receive commodities.

7. The Supervisor of Commodity Distribution shall then route the four copies of the application, DD 627 forms, as follows:

Original to CD Manager serving the school together with the sponsor's written statement.

Duplicate to sponsor's authorized agent.

Triplicate to DCD state file.

Quadruplicate to AMA state office.

8. In order to keep a current record of the number of eligible children participating in the program, the CD Manager shall instruct the sponsor's authorized agent in the manner of reporting on the "Monthly Commodity Inventory and Requisition," DD 626 form. One copy of this form will be submitted to the CD Manager as an amendment to the application, DD 627, and filed with it.

For every DD 626 form indicating a change in the total number of individual children served or to be served, the CD Manager shall advise the Supervisor of Commodity Distribution by memorandum in duplicate.

Upon receipt of these memoranda, the Supervisor of Commodity Distribution shall review the change, attach the original copy to the DD 627 form in the DCD state file and forward the duplicate copy to the AMA state office.

When there is a change in sponsor or in the sponsor's authorized agent, a new application, DD 627, in five copies, together with a written statement from the sponsor that names the agent to be the authorized representative delegated to sign the application on behalf of the sponsor, shall be required.

9. A reaffirmation or recertification, i.e., a new application, DD 627, in four copies, shall be required of each school participating in the school lunch program at least every school year.
- C. For the educational and recreational programs and summer camps as defined in Direct Distribution Bulletin No. 3, the following certification procedure will be observed:
1. The CD Manager shall acknowledge and follow up all requests for the initiation of such programs.
 2. After an understanding has been reached by all parties concerned (e.g., the sponsor, the sponsor's authorized agent, the CD Manager) relating to the program, the CD Manager shall provide the sponsor's agent with an "Application for Commodities - Educational and Recreation Programs and Summer Camps," DD 625, in five copies. The CD Manager shall instruct the agent in the manner of filing four copies of the application with a written statement from the sponsor that names the agent to be the authorized representative delegated to sign the application on behalf of the sponsor. The fifth copy of the application may be retained by the agent.
 3. The CD Manager will receive the DD 625 form in quadruplicate (with the sponsor's written statement attached) from the sponsor's authorized agent after the agent has completed the following items in the manner described:

Name of Organization - Enter complete name of organization.

Date - Enter date application is made.

Address - Enter street address.

City - Enter name of city.

County - Enter name of county.

Name, mailing address, and location of project - Enter this information for the project and give detailed instructions for locating project if deemed advisable.

Item 1 - Enter brief description of activities of the project.

Item 2 - Enter beginning and closing dates for operation of project.

Item 3 - Enter the number of days in each camp period. This entry applies to summer camps only.

Item 4 - Enter total number of all persons, including those 18 years of age and over, enrolled for the project.

Item 5 - Enter total number of children under 18 years of age enrolled for the project.

Item 6 - Enter total number of children under 18 years of age eating in lunch room daily.

Item 7 - Enter total number of undernourished and/or underprivileged children under 18 years of age eating in lunch room daily.

Item 8 -- Enter total number of undernourished and/or underprivileged children under 18 years of age who will be served breakfast, lunch, and dinner. If some other form of meal or lunch is served, specify such, and enter total number of such children to be served.

Item 9 -- Enter method of determining number of children in item 7.

Item 10 -- Enter "yes" or "no" without a detailed explanation.

Name of Sponsor -- Enter name of organization accepting responsibility for carrying out agreement as stated in the application. This entry will invariably be the same as "Name of Organization."

Address of Sponsor -- Enter street or mailing address if different. This entry will invariably be the same as "Address" on top of application form.

Signature -- Enter his signature as sponsor's authorized agent.

Title and Address -- Enter his title and address.

4. An application incorrectly filed or indicating ineligibility shall be returned to the sponsor's authorized agent by the CD Manager with an appropriate explanation. When the organization is determined to be eligible to receive commodities, the CD Manager shall submit all four copies of this form and the sponsor's written statement appointing the agent to the Supervisor of Commodity Distribution after completing the following items in the manner described:

Eligibility Determined -- Enter his signature to indicate that he concurs with the statements of the sponsor's authorized agent and to indicate further that he determines the project eligible to receive commodities. Food deliveries, however, shall not be made until the project is certified by the Supervisor of Commodity Distribution to receive commodities. Indicate by check mark whether program is "general distribution" or "fruit only."

Date -- Enter date he determines the project to be eligible.

5. When certification is refused all four copies of the application and the sponsor's written statement shall be returned to the CD Manager by the Supervisor of Commodity Distribution with a memorandum explaining action that should be taken. When the application is honored the Supervisor of Commodity Distribution shall complete the following items in the manner described on all four copies of the application:

Certified for Commodities -- Enter his signature to indicate that he certifies the project to receive commodities and to indicate further that he authorizes the CD Manager to make deliveries of food.

Date -- Enter date he certifies project to receive commodities.

6. The Supervisor of Commodity Distribution shall then route the four copies of the application, DD 625 forms, as follows:

Original to CD manager serving the project, together with sponsor's written statement.

Duplicate to sponsor's authorized agent.

Triplicate to DCD state file.

Quadruplicate to AMA state office.

D. For the housekeeping aide and demonstration projects as defined in Direct Distribution Bulletin No. 3, the following certification procedure will be observed.

1. The CD Manager shall acknowledge and follow up requests for commodities for housekeeping aide and demonstration projects.
2. After an understanding has been reached by all parties concerned (e.g., the sponsor, the sponsor's authorized agent and the CD Manager) relating to the program, the CD Manager shall provide the sponsor's agent with an "Application for Commodities - Housekeeping Aide or Demonstration Projects," DD 628, in five copies. The CD Manager shall instruct the agent in the manner of filing four copies of the application with a written statement from the sponsor that names the agent to be the authorized representative delegated to sign the application on behalf of the sponsor. The fifth copy of the application may be retained by the agent.
3. The CD Manager will receive the DD 628 form in quadruplicate (with the sponsor's written statement attached) from the sponsor's authorized agent after the agent has completed the following items in the manner described:

Name of Project - Enter the name and/or number which identifies the project.

Date - Enter the date application is made.

Address - Enter street address or location of project.

City - Enter name of town or city in which project is located.

County - Enter county in which project is located.

Item 1 - Enter brief statement regarding type of program.

Item 2 - Enter average number of persons attending each demonstration.

Item 3 - Enter total number of demonstrations conducted each month.

Name of Sponsor - Enter name of organization accepting the responsibility for carrying out the agreement as stated in the application.

Address of Sponsor - Enter street or mailing address if different.

Signature - Enter his signature as the person authorized to act as agent for the sponsor.

Title and Address - Enter his title and address.

4. An application incorrectly filed or indicating ineligibility shall be returned to the sponsor's authorized agent by the CD Manager with an appropriate explanation. When the project is determined to be eligible to receive commodities, the CD Manager shall submit to the Supervisor of Commodity Distribution all four copies of the application and the sponsor's written statement appointing the agent after completing the following items in the manner described:

Eligibility Determined - Enter his signature to indicate that he concurs with the statements of the sponsor's authorized agent and to indicate further that he determines the project eligible to receive commodities. Food deliveries, however, shall not be made until the project is certified by the Supervisor of Commodity Distribution to receive commodities.

Date - Enter date he determines the project eligible.

Initial Application - Indicate by check mark if this is the first application honored for this project.

Recertification - Indicate by check mark if this project was previously certified for commodities.

5. When certification is refused all four copies of the application and the sponsor's written statement shall be returned to the CD Manager by the Supervisor of Commodity Distribution with a memorandum explaining the action that should be taken. When application is honored the Supervisor of Commodity Distribution shall complete the following items in the manner described on all four copies of the application:

Certified for Commodities - Enter his signature to indicate he certifies the project to receive commodities and to indicate further that he authorizes the CD Manager to make deliveries of food.

Date - Enter date he certifies project to receive commodities.

6. The Supervisor of Commodity Distribution shall then route the four copies of the application, DD 628 forms, as follows:

Original to CD Manager serving the project, together with sponsor's written statement.

Duplicate to sponsor's authorized agent.

Triplicate to DCD state file.

Quadruplicate to AMA state office.

7. In order to keep a current record of the number of persons participating in the demonstration project, the CD Manager shall instruct the sponsor's authorized agent in the manner of reporting on the "Monthly Commodity Inventory and Requisition - Camps and Centers," DD 630 form. One copy of this form will be submitted to the CD Manager as an amendment to the application DD 628, and filed with it.

8. A reaffirmation or recertification, i.e., a new application, DD 628, in four copies, shall be required of each demonstration project when there is a change in the sponsor or the sponsor's authorized agent or at least once each calendar year.

E. For the NYA resident and non-resident training centers and camps as defined in Direct Distribution Bulletin No. 3, the following certification procedure will be observed:

1. The CD Manager shall acknowledge and follow up requests for commodities for these centers and camps.
2. After an understanding has been reached by all parties concerned (e.g., the NYA officials, the authorized representative and the CD Manager) relating to the program, the CD Manager shall provide the NYA representative with an "Application for Commodities - NYA Resident and Non-Resident Training Centers or Camps," DD 629, in five copies. The Manager shall instruct the NYA authorized representative in the manner of filing four copies of the application. The fifth copy of the application may be retained by the NYA representative.
3. The CD Manager will receive the DD 629 form in quadruplicate from the NYA representative after the representative has completed the following items in the manner described:

Name of Center or Camp - Enter the name and/or number which identifies the center or camp.

Date - Enter date application is made.

Address - Enter street address or location of center or camp.

City - Enter name of town or city in which center or camp is located.

County - Enter name of county in which center or camp is located.

Item 1 - Enter brief statement regarding type of program.

Item 2 - Enter number of NYA youths enrolled on date application is made.

Item 3 - Enter number of youths who will be served breakfast, lunch and dinner daily.

Signature - Enter his signature as the person authorized by the NYA to make this agreement.

Title and Address - Enter his title and address.

4. An application incorrectly filed or indicating ineligibility shall be returned to the NYA authorized representative by the CD Manager with an appropriate explanation. When the center or camp is determined to be eligible to receive commodities, the CD Manager shall submit to the Supervisor of Commodity Distribution all four copies of the application after completing the following items in the manner described:

Eligibility Determined - Enter his signature to indicate that he concurs with the statements of the NYA representative and to indicate further that he determines the center or camp eligible to receive commodities. Food deliveries, however, shall not be made until the center or camp is certified by the Supervisor of Commodity Distribution to receive commodities.

Date - Enter date he determines the center or camp eligible.

Initial Application - Indicate by check mark if this is the first application honored for this camp or

Recertification - Indicate by check mark if this camp was previously certified for commodities.

5. When certification is refused all four copies of the application shall be returned to the CD Manager by the Supervisor of Commodity Distribution with a memorandum explaining the action that should be taken. When application is honored the Supervisor of Commodity Distribution shall complete the following items in the manner described:

Certified for Commodities - Enter his signature to indicate he certifies the center or camp to receive commodities and to indicate further that he authorizes the CD Manager to make deliveries of food.

Date - Enter date he certifies center or camp to receive commodities.

6. The Supervisor of Commodity Distribution shall then route the four copies of the application, DD 629 forms, as follows:

Original to CD Manager serving the center or camp.

Duplicate to NYA authorized representative.

Triplicate to DCD state file.

Quadruplicate to AMA state office.

7. In order to keep a current record of the number of eligible youths participating in the program, the CD Manager shall instruct the NYA authorized representative in the manner of reporting on the "Monthly Commodity Inventory and Requisition - Camps and Centers," DD 630 form. One copy of this form will be submitted to the CD Manager as an amendment to the application, DD 629, and filed with it.
8. A reaffirmation or recertification, i.e., a new application, DD 629, in four copies, shall be required of each camp or center when there is a change in the sponsor or the sponsor's authorized agent or at least once each calendar year.

F. For camps operated by WPA, county welfare departments, and camps established for conscientious objectors as defined in Direct Distribution Bulletin No. 3, the following certification procedure will be observed:

1. The CD Manager shall acknowledge and follow up requests for commodities for such camps.

2. After an understanding has been reached by all parties concerned (e.g., the sponsor, the sponsor's authorized agent, the CD Manager) relating to the program, the CD Manager shall provide the sponsor's agent with an "Application for Commodities - Camps Operated by WPA, County Welfare Departments, etc.," DD 631, in five copies. The Manager shall instruct the sponsor's authorized agent in the manner of filing four copies of the application with a written statement from the sponsor that names the agent to be the representative delegated to sign the application on behalf of the sponsor. The fifth copy of the application may be retained by the agent.
3. The CD Manager will receive the DD 631 form in quadruplicate (with the sponsor's written statement attached) from the sponsor's authorized agent after the agent has completed the following items in the manner described:

Name - Enter name of camp.

Date - Enter date application is made.

Address - Enter address of camp and give detailed instructions for locating camp if deemed advisable.

City - Enter name of city or town in which camp is located.

County - Enter name of county in which camp is located.

Item 1 - Enter brief statement regarding type of program or care given the enrollees.

Item 2 - Enter total number of camp enrollees date application is made.

Item 3 - Enter average number of persons who will be served breakfast, lunch and dinner daily.

Name of Sponsor - Enter name of public or private agency accepting the responsibility of carrying out the agreement as stated in the application. This invariably will be the same as entry for "Name."

Address of Sponsor - Enter street or mailing address if different.

Signature - Enter his signature as the person authorized to act as agent for the sponsor.

Title and Address - Enter his title and address.

4. An application incorrectly filed or indicating ineligibility shall be returned to the sponsor's authorized agent by the CD Manager with an appropriate explanation. When the camp is determined to be eligible to receive commodities, the CD Manager shall submit to the Supervisor of Commodity Distribution all four copies of the application form and the sponsor's written statement appointing the agent after completing the following items in the manner described:

Eligibility Determined - Enter his signature to indicate that he concurs with the statements of the sponsor's authorized agent and to indicate further, that he determines the camp eligible to receive commodities. Food deliveries, however, shall not be made until the camp is certified by the Supervisor of Commodity Distribution to receive commodities.

Date - Enter date he determines the camp eligible.

Initial Application - Indicate by check mark if this is the first application honored for this camp or

Recertification - Indicate by check mark if this camp was previously certified for commodities.

5. When certification is refused, all four copies of the application and the sponsor's written statement shall be returned to the CD Manager by the Supervisor of Commodity Distribution with a memorandum explaining the action that should be taken. When the application is honored, the Supervisor of Commodity Distribution shall complete the following items in the manner described on all four copies of the application.

Certified for Commodities - Enter signature to indicate that he certifies the camp to receive commodities and to indicate further that he authorizes the CD Manager to make deliveries of food.

Date - Enter date he certifies camp to receive commodities.

6. The Supervisor of Commodity Distribution shall then route the four copies of the application, DD 631 forms, as follows:

Original to CD Manager together with the sponsor's written statement.

Duplicate to sponsor's authorized agent.

Triplicate to DCD state file.

Quadruplicate to AMA state office.

7. In order to keep a current record of the number of eligible persons participating in the program, the CD Manager shall instruct the sponsor's authorized representative in the manner of reporting on the "Monthly Commodity Inventory and Requisition - Camps and Centers," DD 630 form. One copy of this form will be submitted to the CD Manager as an amendment to the application, DD 631, and filed with it.
8. A reaffirmation or recertification, i.e., a new application, DD 631, in four copies shall be required of each camp when there is a change in the sponsor or the sponsor's authorized agent or at least once each calendar year.

- G. For the charitable institutions and charitable organizations as defined in Direct Distribution Bulletin No. 3, the following procedure will be observed:

1. When there is an available quantity of food in excess of the quantity required for distribution to other certified persons, programs and projects, the Supervisor of Commodity Distribution shall advise the CD Manager to this effect.
2. The CD Manager shall approach eligible charitable institutions and organizations for the purpose of determining whether they are able to utilize such food.
3. After an understanding has been reached by the CD Manager and authorized representative of the institution or organization, the Manager shall provide the representative with an "Application for Commodities - Charitable Institutions and Organizations," DD 632, in five copies, and shall instruct him in the manner of filing four copies. The fifth copy of the DD 632 may be retained by the representative.
4. The CD Manager will receive the DD 632 form in quadruplicate from the authorized representative after the representative has completed the items in the manner described:

Name - Enter name of charitable institution or organization.

Date - Enter date application is made.

Address - Enter street address or location of institution or organization.

City - Enter name of city or town in which institution or organization is located.

County - Enter name of county in which institution or organization is located.

Item 1 - Enter brief statement regarding type of program or care given the clients.

Item 2 - Enter total number of persons under care of institution or organization on date application is made.

Signature - Enter his signature as the person authorized to act as representative for the institution or organization.

Title and Address - Enter his title and address.

5. An application incorrectly filed or indicating ineligibility shall be returned to the authorized representative by the CD Manager with an appropriate explanation. When an institution or organization is determined to be eligible to receive commodities, the CD Manager shall submit to the Supervisor of Commodity Distribution all four copies of the application form after completing the following items in the manner described:

Eligibility Determined - Enter his signature to indicate that he concurs with the statements of the authorized representative and to indicate further that he determines the institution or organization eligible to receive commodities. Food deliveries, however, shall not ordinarily be made until the organization or institution is certified by the Supervisor of Commodity

Distribution to receive commodities. However, if the food must be distributed immediately, i.e., before the application would have time to reach the Supervisor of Commodity Distribution, the CD Manager shall obtain authorization via telephone or teletype to make such delivery.

Date - Enter date he determines the institution or organization eligible.

Initial Application - Indicate by check mark if this is the first application honored for this institution or organization or

Recertification - Indicate by check mark if this institution or organization was previously certified for commodities.

6. When certification is refused, all four copies of the application shall be returned to the CD Manager by the Supervisor of Commodity Distribution with a memorandum explaining the action that should be taken. When the application is honored, the Supervisor of Commodity Distribution shall complete the following items in the manner described on all four copies of the application:

Certified for Commodities - Enter his signature to indicate he certifies the institution or organization to receive commodities and to further indicate that he authorizes the CD Manager to make deliveries of food upon the receipt of a properly executed "Affidavit," DD 633.

Date - Enter date he certifies institution or organization to receive food.

7. The Supervisor of Commodity Distribution shall then route the four copies of the application, DD 632 forms, as follows:

Original to CD Manager.

Duplicate to authorized representative of the institution or organization.

Triplicate to DCD state file.

Quadruplicate to AMA state office.

8. The CD Manager shall require the authorized representative of the charitable institution or organization to submit a properly executed "Affidavit," DD 633, in one copy before receiving each delivery of food. This affidavit shall be considered an amendment to the DD 632 form and filed with it. The CD Manager shall make deliveries of food only upon express authorization from the Supervisor of Commodity Distribution for each specific lot of commodities regardless of whether an application is in the DCD state file.

Very sincerely yours

MARTHA A. CHICKERING, Director

By

E. E. Silveira
E. E. Silveira

Administrative Assistant

SAMPLE 1

To: Division of Commodity Distribution
State Department of Social Welfare

Date _____

(Address)

From:

(County Welfare Department)

(Address)

I certify that the following _____ families are receiving
(enter number)
assistance from our agency or from the agency noted opposite the family's
name, that the agency's records indicate these families have facilities
for the preparation of food, and that it is understood that the food re-
ceived from the Division of Commodity Distribution shall not be used in a
manner to substitute for, be in lieu of, or diminish present or future
relief or public assistance allowances. Two "Identification Cards,"
DD 634, are enclosed for each family.

Signed:

(County Welfare Director)

Family	Case Number	Number of Per- sons in Family	Family	Case Number	Number of Per- sons in Family

(over)

[illegible]

SAMPLE 2

To: Division of Commodity Distribution
State Department of Social Welfare

Date: _____

(Address)

From: (U. S. Indian Agency)

(Address)

I certify that the following _____ families are living on an Indian Reservation and are receiving assistance from the U. S. Indian Agency, that the agency's records indicate these families have facilities for the preparation of food, and that it is understood that the food received from the Division of Commodity Distribution shall not be used in a manner to substitute for, be in lieu of, or diminish present or future relief or public assistance allowances. Two "Identification Cards," DD 634, are enclosed for each family.

Signed: _____
(U.S. Indian Agency Representative)

[illegible]

(over)

[illegible]

SAMPLE 3

To: Division of Commodity Distribution
State Department of Social Welfare

Date: _____

(Address)

From: (Farm Security Administration)

(Address)

I certify that the following _____ families received grant
 (enter number)
assistance during the month from the Farm Security Administration, that the
agency's records indicate these families have facilities for the preparation
of food, and that it is understood that the food received from the Division
of Commodity Distribution shall not be used in a manner to substitute for, be
in lieu of, or diminish present or future relief or public assistance allow-
ances. Two "Identification Cards," DD 634, are enclosed for each family.

Signed: _____
(Farm Security Administration
Representative)

Family	Case Number	Number of Persons in Family	Family	Case Number	Number of Persons in Family

[illegible]

STATE DEPARTMENT OF SOCIAL WELFARE
COMMODITY STAMP DISTRIBUTION

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

MAY 7 - 1942

PAUL PEEK, Secretary of State

By *[Signature]* Deputy

ADMINISTRATIVE BULLETIN NO. 5

TO: STAMP ISSUING OFFICES

DATE MAY 1, 1942

SOUTHERN AREA

SUBJECT: "OVER-THE-COUNTER" ISSUANCE

Emphatic reductions in Stamp Issuing Office WPA personnel effective May 1, 1942, have made necessary changes in procedures of issuing Commodity Stamp Books to eligible participants and also in the recording of sales and accumulation of information necessary for daily and monthly reports.

Beginning at once, manual procedure Section 2-520, "Over-The-Counter" Issuance, is changed as follows:

- a. (O.K. except omit "(a WPA employee)").
- b. to j. inclusive (O.K. same as manual)
- k. The cashier shall then return the Identification Card to the eligible together with stamp books purchased.
- l. The cashier shall then place the Office Record Card in a (day) box or basket file from which cards shall be removed only by the cashier or Junior Account Clerk (administrative employee) for posting to Daily Work Sheet SP 8.
- m. to q. inclusive (omit entirely)

The following changes are immediately effective on manual procedure Section 2-610, Daily Work Sheet, SP 8:

(The explanatory first paragraph and a. General Information: (1) and (2) are O.K. same as manual)

b. Completion of form:

The selling cashier shall be responsible for the posting of sales from the Office Record Card to the Daily Work Sheet, SP 8's. He may be assisted during heavy sales periods by a Junior Account Clerk (administrative employee). Selling cashiers will balance SP Form 8 daily with total day's sales, and Office Record Cards covering daily sales must not be separated and filed until it is determined that the total sales postings on Office Record Cards are in balance with total sales postings on SP 8's.

(The above explanatory paragraph replaces the one in the manual beginning "The day following.....")

(1) to (10) inclusive (O.K. same as manual plus one more paragraph:)

(Continuing Section 2-610)

- (11) (a) To simplify the preparation of Form SP 8, assistant cashiers can discontinue the footing of each page of the form. Only accumulative totals for the day are required which will be placed on the last page of the tabulation. To permit easy addition and to make the accumulative totals visible without turning to the last sheet, the total blocks on all pages except the last should be cut off.
- (b) The sales totals on Form SP 8 should be cross footed and balanced with both inventory depletion and cash collected for the day. In Stamp Issuing Offices operating two or more cages on a particular day, Assistant Cashiers should prove the total of sales cross foot of Form SP 8 with the total sales value as shown on their Form SP 20 and with total cash collections as reflected by Form SP 4. In offices operating only one cage, the Assistant Cashier should balance the cross foot of sales on the Form SP 8 with the issuance column of Form SMA-INV-1. Adding machine tapes of the cross totals on Form SP 8 should be labeled and stapled to last page of the form both for reference and audit purposes.
- (c) It will be the duty of Senior Cashiers in charge to recap the Form SP 8 turned in by each selling cashier, to prove the grand total of sales thereon with total issuance and cash collected for the day as reflected by Form SMA-INV-1. The totals on the recapitulation sheet of Form SP 8 will then be transferred to Form SP 8-A.

(The above procedure discontinues the use of WPA clerical people as record clerks and places the responsibility for the completion of Work Sheet SP 8 on the selling cashier with some assistance from administrative employees all under supervision of the Senior Cashier in charge.)

MARTHA A. CHICKERING, DIRECTOR

Frank A. Hitchcock
Frank A. Hitchcock, Supervisor
Commodity Stamp Distribution

STATE DEPARTMENT OF SOCIAL WELFARE

COMMODITY STAMP DISTRIBUTION

TO: ALL STAMP ISSUING OFFICES

ADMINISTRATIVE BULLETIN NO. 1

DATE: April 29, 1942

SUBJECT: Circular Letters,
Administrative Bulletins
Manual Revisions

Amendments to the Commodity Stamp Distribution Manual and other instructions to Stamp Issuing Offices will be issued according to the following procedure:

Circular Letters

Instructions or notices of temporary interest only are to be issued in a numbered Circular Letter series. In some cases a circular memorandum may result in a manual revision, but generally it will apply to procedure of interest for a period of thirty days or less.

Administrative Bulletins and Manual Revisions

Instructions of a more permanent interest than Circular Letters (applying for more than thirty days) will be issued to the Stamp Issuing Offices first in the form of a numbered Administrative Bulletin series, and later the manual will be revised to incorporate these instructions or revisions.

Manual revisions will be issued from the Mimeograph Section in Sacramento to all persons to whom manuals have been issued and will indicate what bulletins or parts of the manual they replace.

Separate folders should be kept for the Circular Letters and the Administrative Bulletins. The manual revisions when received should, of course, be placed in the correct numerical order within the manual itself.

MARTHA A. CHICKERING, DIRECTOR

Frank A. Hitchcock
Frank A. Hitchcock, Supervisor
Commodity Stamp Distribution

STATE DEPARTMENT OF SOCIAL WELFARE

COMMODITY STAMP DISTRIBUTION

TO: ALL STAMP ISSUING OFFICES

ADMINISTRATIVE BULLETIN NO. 2

DATE: April 29, 1942

SUBJECT: COTTON STAMP PROGRAM

The Agricultural Marketing Administration has instructed that the State Department of Social Welfare, Commodity Stamp Distribution, discontinue the issuance of cotton stamps in the State of California, effective May 31, 1942.

Stamp Issuing Office Mail Order Departments will discontinue the forwarding of Form SP 545-B, "Application for Purchase of Cotton Order Stamps by Mail," beginning May 1, 1942, as no purchases will be permitted in June or thereafter.

To avoid the receipt and necessary return of remittances from mail-order clients, the following shall be typed in margin space at the bottom of all Forms 545-A, "Application for Purchase of Food Order Stamps by mail":

"Sale of cotton stamps discontinued May 31, 1942.

Do not mail orders for cotton stamps.

This in no way affects your eligibility to purchase food stamps."

MARTHA A. CHICKERING, DIRECTOR

Frank A. Hitchcock

Frank A. Hitchcock, Supervisor
Commodity Stamp Distribution

STATE DEPARTMENT OF SOCIAL WELFARE

COMMODITY STAMP DISTRIBUTION

TO: ALL STAMP ISSUING OFFICES

ADMINISTRATIVE BULLETIN NO.3

DATE: April 30, 1942

SUBJECT: ROUTING OF REPORTS

Beginning with reports for the month of April, routing of copies of monthly reports to the Agricultural Marketing Administration is changed as follows:

All Stamp Issuing Offices, both northern and southern areas (except Los Angeles County), shall route the original and three copies of Forms SMA 462, 464, 464-A and 464-B to:

United States Department of Agriculture
Agricultural Marketing Administration
821 Market Street, Room 711
San Francisco, California

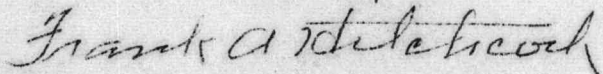
Attention: Forrest M. Townsend, District Supervisor

Los Angeles County Stamp Issuing Offices shall continue to send one copy of reports to the Statistical Unit at 2210 West Temple Street, Los Angeles.

The number of copies of the combined report to be prepared by the Statistical Unit and the routing of these copies will be the same as described above for other offices.

The above replaces, until further notice, Manual instructions 2-720 to 2-728 for routing of monthly reports in the 400 series to the Agricultural Marketing Administration.

MARTHA A. CHICKERING, DIRECTOR



Frank A. Hitchcock, Supervisor
Commodity Stamp Distribution

STATE DEPARTMENT OF SOCIAL WELFARE

COMMODITY STAMP DISTRIBUTION

TO: ALL STAMP ISSUING OFFICES

ADMINISTRATIVE BULLETIN NO. 4

DATE: April 30, 1942

SUBJECT: TERMINATION OF THE
COTTON STAMP PLAN

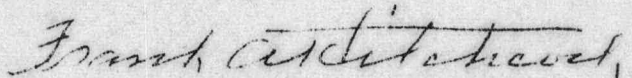
The Agricultural Marketing Administration has advised the State Department of Social Welfare that due to curtailment of budgets within the United States Department of Agriculture, and the fact that cotton-goods mills have been requested to rush production of war orders, it has been deemed necessary to terminate operation of the Cotton Stamp Plan in California, as well as in the other areas of the country where the plan is in effect.

Green and Brown Cotton Order Stamps will not be issued to any eligible recipient after May 31, 1942.

Certification documents for participation in the Cotton Stamp Plan subsequent to May 31, 1942, will not be accepted.

A copy of this Bulletin shall be posted in each Stamp Issuing Office for information of Cotton Stamp Plan participants.

MARTHA A. CHICKERING, DIRECTOR



Frank A. Hitchcock, Supervisor
Commodity Stamp Distribution

STATE DEPARTMENT OF SOCIAL WELFARE

COMMODITY STAMP DISTRIBUTION

TO: STAMP ISSUING OFFICES
LOS ANGELES COUNTY ONLY

CIRCULAR LETTER #2

DATE: April 22, 1942

SUBJECT: REFERRAL OF APPLICANTS
TO COUNTY WELFARE DEPT.

An unduly large number of persons applying for the purchase of Food or Cotton Stamps have been referred by Stamp Issuing Offices in Los Angeles County to the County Welfare Department as they have not been recertified as eligible to purchase stamps by that Agency.

It has been determined that in many instances the Stamp Issuing Offices were in possession of recertification documents at the time of referring applicants back to the County Welfare Department, or that recertifications were still in the process of clearance through the Master Files at 2210 West Temple Street, Los Angeles.

To preclude unnecessary referral of applicants to the County Welfare Department, all Stamp Issuing Offices in Los Angeles County shall first determine if they hold the recertification papers, which may not yet have been placed in their active files, or, secondly, to contact the Master Files at 2210 West Temple Street, Los Angeles, to ascertain if recertification has been received from the County and that the papers are in the course of clearance.

Applicants should only be referred to the County Welfare Department when it has been determined that certification documents have not been received from either the Stamp Issuing Office or Master Files.

DEPARTMENT OF SOCIAL WELFARE
MARTHA A. CHICKERING, DIRECTOR

Frank A. Hitchcock

Frank A. Hitchcock, Supervisor
Commodity Stamp Distribution

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

Culbert L. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
May 8, 1942

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

MRS. MARY E. BARKWILL
ROUTE 1, Box 55
LINDSAY

MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
BEVERLY HILLS

MRS. T. G. EMMONS
POST OFFICE Box 12
SALINAS

ERWIN M. HIRSCHFELDER
250 FRONT STREET
SAN FRANCISCO

BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES

J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

My dear Mr. Peek:

In accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941, we submit the following rules and regulations of the State Department of Social Welfare, Division of Commodity Distribution:

DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 19
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)
Dated May 7, 1942

AMENDMENT NO. 2 TO FISCAL INSTRUCTIONS
(For Division of Commodity Distribution Only)
Dated April 29, 1942

Very sincerely yours,

MARTHA A. CHICKERING, Director

By

E. E. Silveira
Administrative Assistant

360:337
Attach.

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

MAY 14 1942
PAUL PEEK, Secretary of State
By *[Signature]* Deputy

1942 MAY 11 AM 10 23

DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

May 7, 1942

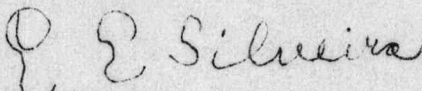
DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 19

(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)

Grover E. Varner has replaced Stephen Fink as manager of
the Fresno District.

Very sincerely yours

MARTHA A. CHICKERING, Director

By 

E. E. Silveira
Administrative Assistant

STATE DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

April 29, 1942

AMENDMENT NO. 2 TO FISCAL INSTRUCTIONS
(For Division of Commodity Distribution Only)

The following instructions should be added to Paragraph 1B of fiscal instructions recently issued.

The State Personnel Board has informed us that when an employee signs a resignation form or letter of resignation to be submitted to the Personnel Board with the report of his separation, the effective date shown on the resignation or letter is the date it will accept as the separation date.

For example, if an employee submits a letter stating that he is resigning effective at the close of business on March 14, 1942, that date will be the last one for which the employee can be paid. Even though the employee has earned vacation time for which he would normally receive salary, the State Personnel Board will make the separation effective as of the close of business on March 14, 1942, as stated in the letter of resignation, will not recognize any change in this separation date, and will not approve payment of salary beyond the effective date of resignation shown in the letter.

Attached is Resignation Form AA 38 which should be used as a letter of resignation. A supply of this form is being sent to you under separate cover.

In the future when an employee wishes to resign, write to the Payroll Record Section, 616 K Street, Sacramento (or teletype if the time is short) stating the last day the employee worked and reporting any absences on his part since the last time report was submitted. From this information the Payroll Record Section will compute the last day for which the employee can be paid including his vacation rights. The Payroll Record Section will immediately notify you of this date so the employee may show the correct effective date of his resignation and thereby not be deprived of salary for any vacation time he has accumulated.

Any letters of resignation which have not already been sent to the State Personnel Board will be returned for correction of the effective date if necessary.

Very sincerely yours

MARTHA A. CHICKERING, Director

By *W. C. Ford*
Departmental Accounting Officer

By *E. E. Schreier*
Administrative Assistant

Attachment

TO: _____, California

Martha A. Chickering, Director
State Department of Social Welfare
616 K Street
Sacramento, California

I do hereby tender my resignation as _____ to
take effect at the close of business _____, for the rea-
son that:

I hereby certify that this resignation is executed by me freely and
voluntarily and of my own free will, and is not given by reason of any threat,
force, duress, or undue influence by any person.

I understand that the effect of this resignation is to cancel all of my
civil service rights with reference to this position, except that I may within one
year of the effective date of this resignation, with the consent of the appointing
power and the approval of the State Personnel Board, withdraw this resignation and
thereupon be placed on an appropriate employment list, and that I have the privi-
lege of reinstatement within three years to this same position or any other posi-
tion of the same or substantially similar classification in any department upon
the recommendation of the appointing authority and with the approval of the State
Personnel Board.

I also understand that this resignation in no way affects my standing on
any other employment list, except promotional lists.

Witnesses:

SIGNED _____

Date _____

Culbert L. Olson
Governor

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
May 13, 1942

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

MRS. MARY E. BARKWILL
ROUTE 1, Box 55
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9484 WILSHIRE BOULEVARD
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LOS ANGELES

J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

My dear Mr. Peek:

In accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941, we submit the following rules and regulations of the State Department of Social Welfare, Division of Commodity Distribution:

2-411 APPLICATION OF SCHEDULE C TO LARGE FAMILIES WITH LOW INCOMES (2 page insertion for Stamp Plan Manual-no date)

AMENDMENT NO. 3 TO DIRECT DISTRIBUTION BULLETIN NO. 1

May 12, 1942

AMENDMENT NO. 1 TO DIRECT DISTRIBUTION BULLETIN NO. 2

May 12, 1942

DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 20

(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)

May 11, 1942

DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 21

(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)

May 11, 1942

ADDENDA TO DIRECT DISTRIBUTION BULLETIN NO. 3

(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 3)

May 13, 1942

AMENDMENT NO. 2 TO DIRECT DISTRIBUTION BULLETIN NO. 9.

Very sincerely yours,

MARTHA A. CHICKERING, Director

By *E. E. Silveira*

E. E. Silveira

Administrative Assistant

FILED

in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

Attach. MAY 14 1942

PAUL PEEK, Secretary of State

By *W. J. S. S. S.*
Deputy

1942 MAY 14 AM 11 10

DEPARTMENT OF SOCIAL WELFARE
DIVISION OF COMMODITY DISTRIBUTION

May 12, 1942

AMENDMENT NO. 2 TO DIRECT DISTRIBUTION BULLETIN NO. 9.

Page 23, Paragraph 5-a shall be revised to read:

DD-609 must be prepared on a calendar month basis. This report should be made in triplicate. The original shall be forwarded to the W.P.A. Sponsorship Unit, 616 K Street, Sacramento and the duplicate to the Supervisor of Commodity Distribution. Warehouses shall retain the triplicate of this form for their files.

Enter at the bottom of DD-609 the number of W.P.A. relief workers employed (1) full time on food; (2) full time on clothing, (3) part time on food and part time on clothing, and (4) the total of (1), (2), and (3).

Very sincerely yours

MARTHA A. CHICKERING, Director

By *E. E. Silveira*
E. E. Silveira
Administrative Assistant

THE DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

May 13, 1942

ADDENDA TO DIRECT DISTRIBUTION BULLETIN NO. 3
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 3)

The following motion passed by the Social Welfare Board
on April 24, 1942, provides:

"That the distribution of surplus commodities shall
not include service to camps established for the
purpose of providing living facilities and meals
for persons engaged in private employment."

Please be governed by this restrictive policy in the
solicitation of applications from organizations sponsoring summer
camps.

Very sincerely yours

MARTHA A. CHICKERING, Director

By *E. E. Silveira*
E. E. Silveira
Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

May 11, 1942

DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 21

(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)

Fred Lake has temporarily replaced Waldo Johns as manager of the Redding Area warehouse.

Irvin O. Copnock has replaced Victor W. Galvin as manager of the Santa Rosa District.

Very truly yours

MARTHA A. CHICKERING, Director

By *E. E. Silveira*
E. E. Silveira
Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

May 11, 1942

DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 20
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)

Jack Morrison has replaced Orville M. Kuykendall as manager
of the Santa Ana District.

Very truly yours

MARTHA A. CHICKERING, Director

By *E. E. Silveira*

E. E. Silveira

Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

May 12, 1942

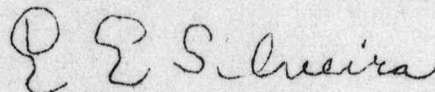
AMENDMENT NO. 1 TO DIRECT DISTRIBUTION BULLETIN NO. 2.

The following change shall be made in Paragraph 1a (2) of this bulletin:

A School Lunch Representative will correspond on intra-departmental matters with the School Lunch Supervisor, Area Managers, and District Managers. In regard to correspondence with outside agencies or persons he will only acknowledge the same and then transmit it together with suggestions for reply to the manager in charge of the district in which the agency or person concerned is located. Except for such acknowledgements, in no event will a School Lunch Representative correspond directly with schools or school authorities.

Very sincerely yours

MARTHA A. CHICKERING, Director

By 

E. E. Silveira
Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

May 12, 1942

AMENDMENT NO. 3 TO DIRECT DISTRIBUTION BULLETIN NO. 1.

The following changes in duties and responsibilities are to be effective immediately in the indicated sections of DIRECT DISTRIBUTION BULLETIN NO. 1:

Section 3.

- a. The Home Economist is a staff assistant to the Administrative Assistant in charge of the Division of Commodity Distribution, and will no longer assign School Lunch Representatives to Area Managers.
- b. The School Lunch Supervisor is the Assistant to the Supervisor of Commodity Distribution delegated to advise him on the School Lunch program, to assign School Lunch Representatives to the various areas, to outline the scope of the duties of such representatives in these areas, and to be responsible generally for their work.

Section 4.

Commodity Distribution Managers acting as School Lunch Representatives are responsible to the School Lunch Supervisor and are assigned by him to work in the various areas. Once delegated to an area, the School Lunch Representative shall work closely with the Commodity Distribution Manager in that area and district in the performing of tasks as outlined by the School Lunch Supervisor, and shall at all times keep his supervisor and the managers informed of actions taken.

The State Department of Social Welfare at all times looks to the area or district manager as the person with the primary and continuing responsibility for operating all phases of the direct distribution program in the communities he serves. The School Lunch Representative is a specialist who assists in certain of the area operations. Typical tasks which may be performed by School Lunch Representatives are as follows:

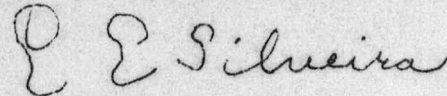
- a. Recertification of participating schools.
- b. Certification of new schools.
- c. Adjustment of difficult cases
- d. Periodic visiting of certified schools.
- e. Interpretation of program to community groups.

Section 6, g.

Activities of the School Lunch Representatives will be directed by the School Lunch Supervisor. Area Managers will cooperate with School Lunch Representatives and will be kept informed of their activities. In general, assignment of work to School Lunch Representatives will be preceded by a conference between the Area Manager and the School Lunch Supervisor.

Very sincerely yours

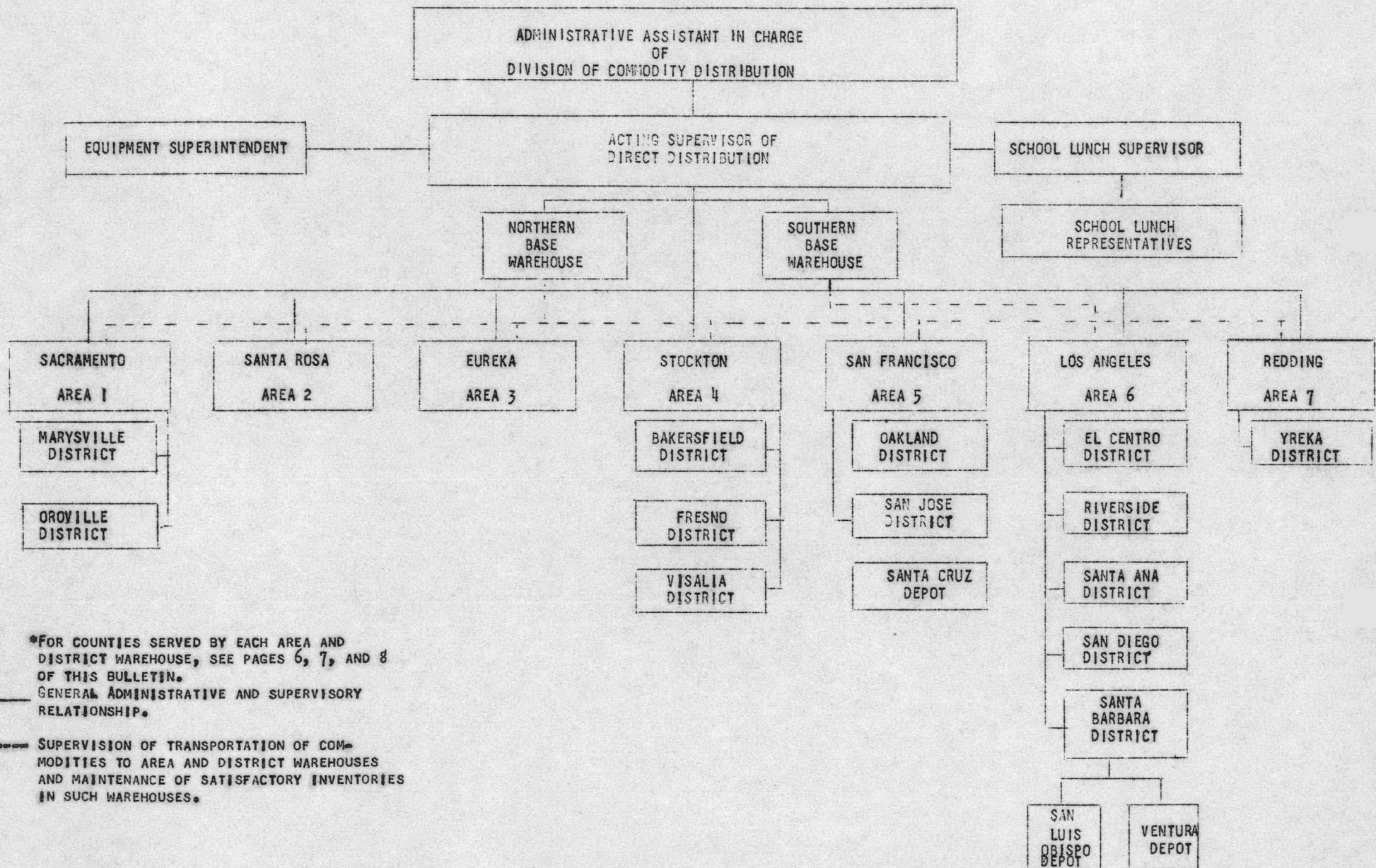
MARTHA A. CHICKERING, Director

By 

E. E. Silveira
Administrative Assistant

Attach.

STATE DEPARTMENT OF SOCIAL WELFARE
ORGANIZATION CHART OF DIRECT DISTRIBUTION ACTIVITIES OF
DIVISION OF COMMODITY DISTRIBUTION



*FOR COUNTIES SERVED BY EACH AREA AND DISTRICT WAREHOUSE, SEE PAGES 6, 7, AND 8 OF THIS BULLETIN.

— GENERAL ADMINISTRATIVE AND SUPERVISORY RELATIONSHIP.

--- SUPERVISION OF TRANSPORTATION OF COMMODITIES TO AREA AND DISTRICT WAREHOUSES AND MAINTENANCE OF SATISFACTORY INVENTORIES IN SUCH WAREHOUSES.

2-411 Application of Schedule C to Large Families With
Low Incomes

2-411

Some questions have been raised as to how Schedule C should be applied to large families with low and indeterminate incomes inasmuch as no figures are shown in several rectangles in the lower left hand section of Schedule C.

Families falling in this section will usually be cases awaiting assignment to WPA and other cases certified by County Welfare Departments as non-assistance cases.

All certifications for cases classifiable under the above mentioned section of Schedule C shall be accepted by the Stamp Issuing Office if otherwise complete and sales shall be made on such cases. However, when any appreciable numbers of such certifications are received on other than cases awaiting assignment to WPA the Stamp Issuing Office must so notify the Supervisor of Commodity Stamp Distribution directly. Such notification should mention the number of such cases received, the type of assistance, and the certifying agency. The Supervisor of Commodity Stamp Distribution is interested in this information because only persons in need of public assistance are to be certified by certifying agencies.

It follows, therefore, that a certifying agency should not certify a household whose income is less than the agency's budget without having to justify to that household and to the Agricultural Marketing Administration its failure to bring the total income of that household up to at least the level of a minimum public assistance budget.

The basis of issuance to a family of 5 persons whose reported income is less than \$16.00 shall be that minimum and maximum established in Schedule C for a 5 person case with income of \$16.00 to \$25.99.

The basis of issuance to a family of 6 persons whose reported income is less than \$26.00 shall be that minimum and maximum established in Schedule C for a 6 person case with income of \$26.00 to \$35.99.

The basis of issuance to a family of 7 or more persons whose reported income is less than \$36.00 shall be that minimum and maximum established in Schedule C for a case of similar size with an income of \$36.00 to \$45.99.

No sales may be made to cases classified by blank rectangles in the upper right hand corner of Schedule C or the upper part of Schedule C continued since such cases have income in excess of the maximum amount of income permitted such family sizes by eligibility rules of the Agricultural Marketing Administration.

Due to a typographical error no figure appears in the lower left hand corner of Schedule C continued. This figure should be 33.

When an over-issuance of food stamps is discovered and no purchase has been made subsequent to the over-issuance, a notation shall be made in pencil on the face of the Office Record Card in the space provided for the minimum and maximum amounts the eligible may purchase. This notation shall show the reduced amount the participant may purchase the next time he participates in order that the total purchases for the two months involved will not be under the minimum or over the maximum. This notation will serve as a guide to the cashier when the eligible again appears to purchase stamps. When the adjustment has been completed and noted in the posting space on the Office Record Card explaining that the decreased sale was in adjustment of an over-sale made during a previous month, the pencil notation in the space provided for minimum and maximum shall be erased. If the eligible participates by mail order, a notice shall be mailed to him advising him of the over-purchase and the amount that he may purchase the following month, in order to make proper adjustment as described above for a counter sale.

Cashiers should note that this adjustment policy is possible only if the over-issuance is discovered before any sales have been made after the over-issuance.

The procedure for under-issuance is different. The Agricultural Marketing Administration has defined intermittency as "the failure on the part of an eligible to obtain the minimum prescribed amount of stamps regularly each month during a continuous period of eligibility after having once obtained stamps." An under-issuance, therefore, shall be treated as an intermittency.

The Agricultural Marketing Administration has agreed that if the foregoing procedure is followed exceptions taken by their auditors on account of under or over-issuances will be practically eliminated.

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

Culbert T. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
May 18, 1942

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY

MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
BEVERLY HILLS

MRS. T. G. EMMONS
POST OFFICE BOX 12
SALINAS

ERWIN M. HIRSCHFELDER
250 FRONT STREET
SAN FRANCISCO

BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES

J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED
In the office of the Secretary of State
OF THE STATE OF CALIFORNIA

MAY 18 1942

PAUL PECK, Secretary of State
By *Chas. G. Taggart* Deputy

My dear Mr. Peek:

IN REPLY PLEASE REFER
TO:

In accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941, we submit the following rules and regulations of the State Department of Social Welfare, Division of Commodity Distribution:

ADMINISTRATIVE BULLETIN NO. 1

Subject: Circular Letters, Administrative Bulletins
Manual Revisions

Date: April 29, 1942

ADMINISTRATIVE BULLETIN NO. 2

Subject: Cotton Stamp Program

Date: April 29, 1942

ADMINISTRATIVE BULLETIN NO. 3

Subject: Routing of Reports

Date: April 30, 1942

ADMINISTRATIVE BULLETIN NO. 4

Subject: Termination of the Cotton Stamp Plan

Date: April 30, 1942

ADMINISTRATIVE BULLETIN NO. 5

Subject: "Over-the-counter" Issuance

Date: May 1, 1942

CIRCULAR LETTER NO. 1

Subject: Intermittencies

Date: April 16, 1942

CIRCULAR LETTER NO. 2

Subject: Referral of Applicants to County Welfare Department

Date: April 22, 1942

Very sincerely yours,

MARTHA A. CHICKERING, Director

By

E. F. Silveira
E. F. Silveira

Administrative Assistant

Attach.

STATE DEPARTMENT OF SOCIAL WELFARE

COMMODITY STAMP DISTRIBUTION

TO: ALL STAMP ISSUING OFFICES

ADMINISTRATIVE BULLETIN NO. 1

DATE: April 29, 1942

SUBJECT: Circular Letters,
Administrative Bulletins
Manual Revisions

Amendments to the Commodity Stamp Distribution Manual and other instructions to Stamp Issuing Offices will be issued according to the following procedure:

Circular Letters

Instructions or notices of temporary interest only are to be issued in a numbered Circular Letter series. In some cases a circular memorandum may result in a manual revision, but generally it will apply to procedure of interest for a period of thirty days or less.

Administrative Bulletins and Manual Revisions

Instructions of a more permanent interest than Circular Letters (applying for more than thirty days) will be issued to the Stamp Issuing Offices first in the form of a numbered Administrative Bulletin series, and later the manual will be revised to incorporate these instructions or revisions.

Manual revisions will be issued from the Mimeograph Section in Sacramento to all persons to whom manuals have been issued and will indicate what bulletins or parts of the manual they replace.

Separate folders should be kept for the Circular Letters and the Administrative Bulletins. The manual revisions when received should, of course, be placed in the correct numerical order within the manual itself.

MARTHA A. CHICKERING, DIRECTOR

Frank A. Hitchcock

Frank A. Hitchcock, Supervisor
Commodity Stamp Distribution

STATE DEPARTMENT OF SOCIAL WELFARE

COMMODITY STAMP DISTRIBUTION

TO: ALL STAMP ISSUING OFFICES

ADMINISTRATIVE BULLETIN NO. 2

DATE: April 29, 1942

SUBJECT: COTTON STAMP PROGRAM

The Agricultural Marketing Administration has instructed that the State Department of Social Welfare, Commodity Stamp Distribution, discontinue the issuance of cotton stamps in the State of California, effective May 31, 1942.

Stamp Issuing Office Mail Order Departments will discontinue the forwarding of Form SP 545-B, "Application for Purchase of Cotton Order Stamps by Mail," beginning May 1, 1942, as no purchases will be permitted in June or thereafter.

To avoid the receipt and necessary return of remittances from mail-order clients, the following shall be typed in margin space at the bottom of all Forms 545-A, "Application for Purchase of Food Order Stamps by mail":

"Sale of cotton stamps discontinued May 31, 1942.

Do not mail orders for cotton stamps.

This in no way affects your eligibility to purchase food stamps."

MARTHA A. CHICKERING, DIRECTOR

Frank A. Hitchcock

Frank A. Hitchcock, Supervisor
Commodity Stamp Distribution

STATE DEPARTMENT OF SOCIAL WELFARE

COMMODITY STAMP DISTRIBUTION

TO: ALL STAMP ISSUING OFFICES

ADMINISTRATIVE BULLETIN NO.3

DATE: April 30, 1942

SUBJECT: ROUTING OF REPORTS

Beginning with reports for the month of April, routing of copies of monthly reports to the Agricultural Marketing Administration is changed as follows:

All Stamp Issuing Offices, both northern and southern areas (except Los Angeles County), shall route the original and three copies of Forms SMA 462, 464, 464-A and 464-B to:

United States Department of Agriculture
Agricultural Marketing Administration
821 Market Street, Room 711
San Francisco, California

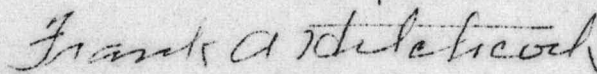
Attention: Forrest M. Townsend, District Supervisor

Los Angeles County Stamp Issuing Offices shall continue to send one copy of reports to the Statistical Unit at 2210 West Temple Street, Los Angeles.

The number of copies of the combined report to be prepared by the Statistical Unit and the routing of these copies will be the same as described above for other offices.

The above replaces, until further notice, Manual instructions 2-720 to 2-728 for routing of monthly reports in the 400 series to the Agricultural Marketing Administration.

MARTHA A. CHICKERING, DIRECTOR



Frank A. Hitchcock, Supervisor
Commodity Stamp Distribution

STATE DEPARTMENT OF SOCIAL WELFARE

COMMODITY STAMP DISTRIBUTION

TO: ALL STAMP ISSUING OFFICES

ADMINISTRATIVE BULLETIN NO. 4

DATE: April 30, 1942

SUBJECT: TERMINATION OF THE
COTTON STAMP PLAN

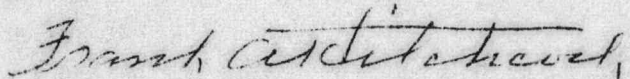
The Agricultural Marketing Administration has advised the State Department of Social Welfare that due to curtailment of budgets within the United States Department of Agriculture, and the fact that cotton-goods mills have been requested to rush production of war orders, it has been deemed necessary to terminate operation of the Cotton Stamp Plan in California, as well as in the other areas of the country where the plan is in effect.

Green and Brown Cotton Order Stamps will not be issued to any eligible recipient after May 31, 1942.

Certification documents for participation in the Cotton Stamp Plan subsequent to May 31, 1942, will not be accepted.

A copy of this Bulletin shall be posted in each Stamp Issuing Office for information of Cotton Stamp Plan participants.

MARTHA A. CHICKERING, DIRECTOR



Frank A. Hitchcock, Supervisor
Commodity Stamp Distribution

STATE DEPARTMENT OF SOCIAL WELFARE

COMMODITY STAMP DISTRIBUTION

ADMINISTRATIVE BULLETIN NO. 5

TO: STAMP ISSUING OFFICES

DATE MAY 1, 1942

SOUTHERN AREA

SUBJECT: "OVER-THE-COUNTER" ISSUANCE

Emphatic reductions in Stamp Issuing Office WPA personnel effective May 1, 1942, have made necessary changes in procedures of issuing Commodity Stamp Books to eligible participants and also in the recording of sales and accumulation of information necessary for daily and monthly reports.

Beginning at once, manual procedure Section 2-520, "Over-The-Counter" Issuance, is changed as follows:

- a. (O.K. except omit "(a WPA employee)").
- b. to j. inclusive (O.K. same as manual)
- k. The cashier shall then return the Identification Card to the eligible together with stamp books purchased.
- l. The cashier shall then place the Office Record Card in a (day) box or basket file from which cards shall be removed only by the cashier or Junior Account Clerk (administrative employee) for posting to Daily Work Sheet SP 8.
- m. to q. inclusive (omit entirely)

The following changes are immediately effective on manual procedure Section 2-610, Daily Work Sheet, SP 8:

(The explanatory first paragraph and a. General Information: (1) and (2) are O.K. same as manual)

b. Completion of form:

The selling cashier shall be responsible for the posting of sales from the Office Record Card to the Daily Work Sheet, SP 8's. He may be assisted during heavy sales periods by a Junior Account Clerk (administrative employee). Selling cashiers will balance SP Form 8 daily with total day's sales, and Office Record Cards covering daily sales must not be separated and filed until it is determined that the total sales postings on Office Record Cards are in balance with total sales postings on SP 8's.

(The above explanatory paragraph replaces the one in the manual beginning "The day following.....")

(1) to (10) inclusive (O.K. same as manual plus one more paragraph:)

(Continuing Section 2-610)

- (11) (a) To simplify the preparation of Form SP 8, assistant cashiers can discontinue the footing of each page of the form. Only accumulative totals for the day are required which will be placed on the last page of the tabulation. To permit easy addition and to make the accumulative totals visible without turning to the last sheet, the total blocks on all pages except the last should be cut off.
- (b) The sales totals on Form SP 8 should be cross footed and balanced with both inventory depletion and cash collected for the day. In Stamp Issuing Offices operating two or more cages on a particular day, Assistant Cashiers should prove the total of sales cross foot of Form SP 8 with the total sales value as shown on their Form SP 20 and with total cash collections as reflected by Form SP 4. In offices operating only one cage, the Assistant Cashier should balance the cross foot of sales on the Form SP 8 with the issuance column of Form SMA-INV-1. Adding machine tapes of the cross totals on Form SP 8 should be labeled and stapled to last page of the form both for reference and audit purposes.
- (c) It will be the duty of Senior Cashiers in charge to recap the Form SP 8 turned in by each selling cashier, to prove the grand total of sales thereon with total issuance and cash collected for the day as reflected by Form SMA-INV-1. The totals on the recapitulation sheet of Form SP 8 will then be transferred to Form SP 8-A.

(The above procedure discontinues the use of WPA clerical people as record clerks and places the responsibility for the completion of Work Sheet SP 8 on the selling cashier with some assistance from administrative employees all under supervision of the Senior Cashier in charge.)

MARTHA A. CHICKERING, DIRECTOR

Frank A. Hitchcock
Frank A. Hitchcock, Supervisor
Commodity Stamp Distribution

STATE DEPARTMENT OF SOCIAL WELFARE

COMMODITY STAMP DISTRIBUTION

TO: ALL STAMP ISSUING OFFICES

CIRCULAR LETTER NO. 1

DATE: April 16, 1942

SUBJECT: INTERMITTENCIES

The recent recertification of all persons eligible to participate in the Commodity Stamp Plan has canceled the eligibility of many former participants and changed the purchase requirements of others who remain eligible.


In order to give participants a better opportunity to adjust to the new "Schedule C" basis of issuance, the Agricultural Marketing Administration has ruled that intermittencies occurring prior to April 1, 1942, shall be disregarded.

We can, therefore, consider that we begin sales on April 1, 1942, with no accrued intermittencies, regardless of the fact that "Schedule C" basis of issuance may have been in effect prior to April 1, 1942.

Intermittency will be effective only on certified eligibles who purchased in April and failed to purchase in May, etc.

For procedure to be followed in such cases, see Manual Section 2-440.

MARTHA A. CHICKERING, DIRECTOR



Frank A. Hitchcock, Supervisor
Commodity Stamp Distribution

STATE DEPARTMENT OF SOCIAL WELFARE

COMMODITY STAMP DISTRIBUTION

TO: STAMP ISSUING OFFICES
LOS ANGELES COUNTY ONLY

CIRCULAR LETTER #2

DATE: April 22, 1942

SUBJECT: REFERRAL OF APPLICANTS
TO COUNTY WELFARE DEPT.

An unduly large number of persons applying for the purchase of Food or Cotton Stamps have been referred by Stamp Issuing Offices in Los Angeles County to the County Welfare Department as they have not been recertified as eligible to purchase stamps by that Agency. It has been determined that in many instances the Stamp Issuing Offices were in possession of recertification documents at the time of referring applicants back to the County Welfare Department, or that recertifications were still in the process of clearance through the Master Files at 2210 West Temple Street, Los Angeles.

To preclude unnecessary referral of applicants to the County Welfare Department, all Stamp Issuing Offices in Los Angeles County shall first determine if they hold the recertification papers, which may not yet have been placed in their active files, or, secondly, to contact the Master Files at 2210 West Temple Street, Los Angeles, to ascertain if recertification has been received from the County and that the papers are in the course of clearance.

Applicants should only be referred to the County Welfare Department when it has been determined that certification documents have not been received from either the Stamp Issuing Office or Master Files.

DEPARTMENT OF SOCIAL WELFARE
MARTHA A. CHICKERING, DIRECTOR

Frank A. Hitchcock
Frank A. Hitchcock, Supervisor
Commodity Stamp Distribution

The following issuance procedure, in the sequence given, shall be used for the issuance of stamps to eligibles calling in person or through an agent at Stamp Issuing Offices:

- a. The eligible shall be required to present his Identification Card, FSC 463b, to the qualifier (a WPA employee). If an agent is sent, the agent must present also an Authorization of Agent, SMA 472, the first time he appears to purchase stamps.
- b. The qualifier shall use the Identification Card to locate the eligible's Office Record Card, SMA 465. If an Office Record Card is not in the active file, no stamps may be issued.
- c. The qualifier shall secure the signature of the eligible, or his agent, in the space provided on the Office Record Card if that card has not already been signed by the eligible or that agent. This signature must be obtained before the first issuance of stamps.
- d. The qualifier shall ask the eligible how many stamps he desires. If this amount is within the limits of the prescribed minimum and maximum as shown on the Office Record Card, the qualifier shall enter on an SP 10 the participant's SMA number followed by the amount of food and/or cotton stamps he desires to purchase. No entries shall be made by the qualifier on the Office Record Card to show this information.
- e. The qualifier shall then return the Identification Card to the purchaser and advise him to proceed to the cashier's window.
- * f. The qualifier shall pass the Office Record Card and the SP 10 directly to the selling cashier.
- g. The cashier shall check the qualifier's entry to make certain the requested sale is within the range shown on the Office Record Card.
- h. The cashier shall obtain the purchaser's Identification Card and the money for purchase of stamps and shall check the SMA number on the Identification Card with the Office Record Card and SP 10 to avoid errors which might otherwise occur if purchasers got out of line.
- i. The cashier shall select the stamp books to be issued in the amount paid for by the purchaser.
- j. The cashier is required to enter in the next available space in the body of the Office Record Card the date and amount of the sale only. (These instructions should be interpreted as an amendment of Section 213 n also.)
- * k. The cashier shall make any changes necessary in the SP 10 just prior to making the sale to adjust it to the amount of the sale. He shall then put it aside or spindle file it with other SP 10's for the day. These slips, therefore, provide a record in the cashier's cage of all sales made during the day, and will prove valuable in determining whether a shortage is to be reported to the Agricultural Marketing Administration as a cash or a book shortage. (See Section 2-610c on this matter).
- l. The cashier then shall return the Identification Card to the eligible advising him to step to the window of the record clerk (a WPA employee).
- m. The cashier shall pass the Office Record Card and the stamp books directly to the record clerk.
- * n. The record clerk shall check the cashier's entry against the actual stamp books received from the cashier.

- o. The record clerk shall enter the name of the eligible as shown on the Office Record Card on the front cover of each stamp book being issued.
- p. The record clerk shall require the purchaser to present his Identification Card and check it with the Office Record Card.
- q. The record clerk then shall hand the Identification Card with the stamp books to the purchaser.
- r. The record clerk shall place the Office Record Card in the "day file" box or basket from which cards shall be removed only by the statistician (another WPA employee).

2-710 Daily Reports Required 2-710

- * (1) The only regular daily reports required are Consolidated Daily Stamp Inventory and Transaction Report, SMA-INV-1 and Cash on Hand and Overage and Shortage Report, SP 11.

2-711 Consolidated Daily Stamp Inventory and Transaction 2-711
Report, SMA-INV-1

This report is required of each Stamp Issuing Office. In offices where more than one cashier is employed, it is the responsibility of the cashier in charge to complete a combined report covering the activities of all cashiers who sold stamp books during the day.

(a) Numbering.

Reports shall be numbered consecutively without regard to calendar months.

(b) Instructions for Completion of Form.

The attached sample of this form has been numbered by group and column for reference in interpreting the procedural instructions which follow:

* Group 1. "A" Series Food Stamp Books: This series consists of books containing orange stamps only. Such books are sold clients together with "B" Series books to reduce the 50% ratio of free blue stamps to a lesser percentage where such reduced ratio is specifically prescribed by the Surplus Marketing Administration. As all issuances of food stamps in California are on a 2 to 1 basis, this section of SMA-INV-1 shall be left blank.

Group 2. "B" Series Food Stamp Books: Each book in this series contains one free blue stamp for each two orange stamps.

Group 3. "E" Series Cotton Stamp Books: Each book in this series contains one free brown stamp for each green stamp.

Group 4. Blank: This group is left blank for any special series that may be issued. At present it shall be used only by those Stamp Issuing Offices who issue "F" Series Cotton Stamp Books. This series contains only free brown stamps.

Columns: Reporting of serial numbers is no longer required on SMA-INV-1. This will necessitate greater care in counting and recording of stamp books.

Column 1: Enter type of stamp book, e.g., 1A, 2B, 1E, etc.

Columns 2 and 3: List in Column 2 the number of books in each series and denomination on hand at the start of business. List the value of each denomination in Column 3. These figures should always agree with the closing inventory of the previous day's report.

Columns 4 and 5: Enter in Columns 4 and 5 for each series and denomination the total number and sales value of books received during the day.

Columns 6 and 7: No entries shall be made in Columns 6 and 7 until Columns 8 and 9 are completed.

Columns 8 and 9: At the close of business each day, all stamp books on hand must be counted. The total number of books on hand in each series and denomination shall be entered on the lines designated in Column 8. The total value for each series and denomination shall be entered on the lines designated in Column 9.

* | Columns 6 and 7: Enter in Column 6 the sum of columns 2, plus 4, minus 8. Enter in Column 7 the sum of columns 3 plus 5 minus 9.
| Totals: Total all columns by group and enter totals on lines indicated.

* | Receipt No. On File: Stamp Issuing Offices which receive stamp books on requisition directly from the United States Treasury Disbursing Office shall enter the "Requisition No." of the Form No. 1727 d in this space, but shall not attach a copy of the Form 1727 d itself. Offices which receive stamp books from the Stamp Custodian shall enter the number of the order, invoice, or receipt under which stamp books are shipped by the Stamp Custodian, but shall not attach a copy of the order, invoice, or receipt.

* | No daily cash transactions or overages and shortages shall be reported at the bottom of the report. This information shall be shown on SP 11.

c. Routing:

(1) Southern Area Stamp Issuing Offices (Including Stamp Issuing Offices in Los Angeles County):

* | Original To: Agricultural Marketing Administration
District Audit Office
704 South Spring Street
Los Angeles, California

First copy to: State Department of Social Welfare
Division of Commodity Distribution
2210 W. Temple Street
Los Angeles, California
Attention: Stamp Custodian

Retain one copy in Stamp Issuing Office files.

Stamp Issuing Offices in Los Angeles County
shall also send a copy of each SMA-INV-1 to
the Statistical Unit at 2210 West Temple St.
Los Angeles.

(2) Northern Area Stamp Issuing Offices

* | Original to: Agricultural Marketing Administration
District Audit Office
821 Market Street
San Francisco, California

First Copy to: State Department of Social Welfare
Division of Commodity Distribution
200 Van Ness Avenue
San Francisco, California
Attention: Stamp Custodian

Retain one copy in Stamp Issuing Office file.

- (3) Stamp Custodians shall show on their SMA-INV-1's opening inventories, receipts, issuances, and closing inventories of blue only stamp books and should submit reports only for days on which such stamps are either received or issued. The Southern Stamp Custodian shall route reports in the same manner as the Southern Area Stamp Issuing Offices. The Northern Stamp Custodian shall route them in the same manner as the Northern Area Stamp Issuing Offices.

This report is required of each Stamp Issuing Office. In offices where more than one cashier is employed, it is the responsibility of the cashier in charge to complete a combined report covering the activities of all cashiers of the office.

a. Instructions for Completion of Form.

- (1) Date Covered by Report. Enter the date covered by the report. This report should be prepared and transmitted the first working day following the "date covered."
- (2) Cash on Hand Previous Day. Enter the amount of cash on hand in the store safe or safe deposit box at the close of the day preceding the date covered by this report.
- (3) Cash Received Date of this Report. This figure should agree with Column 7 of groups 2 and 3 as shown on SMA-INV-1 unless a cash overage or shortage is reported for the day.
- (4) Cash Deposited. Enter the amount of cash deposited on the date covered by the report. This must agree with the deposit slip attached to the copy of SP 11 forwarded to the Stamp Custodian.
- (5) Adjustments. Enter the amount of cash received to clear a previous shortage of cash on books as a "plus." Enter as a "Minus" any cash expended to purchase a cashiers check to transmit to the Supervisor of Commodity Stamp Distribution cash overages for deposit in trust or reimbursements for blue or brown stamp shortages for deposit in trust. Explain in detail any entries on this line.
- (6) Cash on Hand at End of Day Covered by this Report. Enter actual cash in safe or safe deposit box at end of day covered by this report. This must equal $A + B - C + \text{or} - D$.
- (7) Daily Report.
 - (a) Cash Overage.

Enter the amount of "cash overage" for the day for each cashier. Each cashier responsible for an overage of cash shall sign in the space provided. Each day in which a "cash overage" is discovered the Senior Cashier in charge of the office shall purchase a cashiers check with it payable to the State Department of Social Welfare, Stamp Plan and forward it to the Supervisor of Commodity Stamp Distribution for deposit in trust.

(b) Cash Shortage.

Enter the amount of "cash shortage" for the day for each cashier unless the cashier makes immediate reimbursement. Each cashier responsible for a shortage reported shall sign in the space provided.

(c) Book Overage.

Enter the amount of "book overage" in each group for the day. Each cashier responsible for a "book overage" shall sign in the space provided. All books over shall be segregated from the regular supply of books and accumulated until information is received from the Supervisor of Commodity Stamp Distribution for proper disposal.

(d) Book Shortage.

Enter the amount of "book shortage" (exclude value of free stamp) in each group for the day. Each cashier responsible for a "book shortage" shall sign in the space provided. On book shortages the cashier should make reimbursement for the orange and green stamps to the cashier in charge, who will deposit such monies as though they were received from a participant. The cashier responsible for the book shortage should also make reimbursement for the blue and brown stamps short to the cashier in charge. The cashier will purchase a cashier's check payable to the State Department of Social Welfare, Stamp Plan with these monies and shall forward it to the Supervisor of Commodity Stamp Distribution to place it in trust.

- (8) Accumulated Report of Uncleared Shortages. Enter in the spaces provided the accumulation of cash due from "cash shortages" on which reimbursement has not been made. Also enter the accumulated "book shortages" (exclude value of free stamp) which have not been fully compensated for by reimbursement and the payments made for regular and free stamps. No stamp shortage item is to be deleted from SP 11 until complete reimbursement is made. Cashiers responsible for the shortages shall sign in the spaces provided.

b. Routing of Form.

All Stamp Issuing Offices shall attach SP 11's to the SMA-INV-1's sent to:

- Original to: (1) The Agricultural Marketing Administration
Audit Office
- (2) Supervisor of Commodity Stamp Distribution
311 South Spring Street; Room 1208
Los Angeles, California
- (3) The Stamp Custodian of the Area Served by
the Office

Retain one copy of SP 11 for Stamp Issuing Office files.

- b. (11) To simplify the preparation of SP 8, the footing of each page of the form may be discontinued. Only accumulative totals for the day are required. These shall be placed on the last page of the tabulation. To permit easy addition and to make the accumulative totals visible without turning to the last sheet, the total blocks on all pages except the last should be cut off.
- c. Reconciliation of SP 8 with SP 10 and Office Record Cards and with Decrease in Inventory of Books.
- (1) The total of entries on SP 8 for sales made by each cashier should agree with the amount of books which left each cashier's possession during the day. If so, SP 10's for the day shall be destroyed.
 - (2) If the total sales⁽¹⁾ by a cashier as recorded on SP 8 does not agree with the amount of books which left the cashier's possession during the day, the SP 10's shall be checked by the selling cashier against the entries for his sales on the SP 8.
 - (3) If the cashier discovers an entry was incorrectly posted from the Office Record Card to the SP 8, he shall bring it to the attention of the cashier in charge.
 - (4) If the cashier discovers he has an SP 10 for which there is either a different amount entered on the appropriate Office Record Card or for which there is no Office Record Card in the statistician's file, he also shall so notify the Senior Cashier in charge of the Stamp Issuing Office. The Senior Cashier will then authorize changing the SP 8 and the Office Record Card for such case to agree with the SP 10 on the case but shall enter "Pending Verification" and his (i.e., the Senior Cashier's) initials opposite that item in the margin of SP 8 and the Office Record Card. He shall then write the participant asking him to verify how many stamps he purchased. If information is received from the participant verifying the entry, such letter shall be filed in the Certification Document Folder of the participant, and the words "Pending Verification" shall be crossed out and replaced by "Verified" and the Senior Cashier's initials on the SP 8 and the Office Record Card. If the participant does not substantiate the unverified amount shown on the SP 8 and Office Record Card as sold to him, the case shall be treated as a book shortage in the same manner as prescribed in (5) below, and the SP 8 and Office Record Card must be changed back to the original entry made thereon. The Supervisor of Commodity Stamp Distribution shall be notified in writing whenever this occurs.
 - (5) If the cashier's SP 10's balance with the SP 8 but the sales as shown by SP 8 are less than the decrease in the selling cashier's books during the day, the difference

(1) Adding machine tapes of the cross totals on SP 8 should be labeled and stapled to last page of the form both for reference and audit purposes.

1. The purpose of this document is to provide a summary of the information received from the various sources mentioned in the preceding pages. It is intended to be a concise and accurate representation of the facts as they are known at this time. The information is being provided for your information and is not to be used for any other purpose without the express permission of the source.

2. The information is being provided for your information and is not to be used for any other purpose without the express permission of the source.

3. The information is being provided for your information and is not to be used for any other purpose without the express permission of the source.

4. The information is being provided for your information and is not to be used for any other purpose without the express permission of the source.

5. The information is being provided for your information and is not to be used for any other purpose without the express permission of the source.

shall be reported on SMA - INV-1 as a book shortage. If vice-versa it is to be considered a book overage. Any book overage or shortage should also be noted on the SP 8. For example:

Total Sales as Per SP 8's = \$99.00
+ Book shortage = 1.00

Issues as reported on SMA
INV-1 \$100.00

or

Total Sales as Per SP 8's = \$101.00
- Book Overage = 1.00

Issues as reported on SMA
INV-1 \$100.00

Since the Office Record card will no longer bear the initials of the selling cashier the person preparing SP 8's shall enter in the left hand margin of the SP 8 the name of the cashier making the sales. For example:

Sold by (464159
(464227
(472471
John Doe (484374
(419214

*

To facilitate checking SP 10's against the entries on SP 8 it is important that both SP 10's be filed and entries be made on the SP 8's in the order that sales were made during the day.

In Los Angeles County the issuances of brown only stamp books as shown on SP 8 (i.e., two times the amounts asterisked on that form) shall be similarly reconciled with the value of these books leaving the cashier's possession during the day.

The same procedures shall be used in reconciliations of mail order sales with books as is prescribed above for over-the-counter sales. No SP 10's shall be made, however, on mail order sales since the Register of Mail Order Receipts, SP 21, can always be used for reconciliations with the SP 8's.

The Office Record Cards covering a day's sales must not be refiled until the SP 8's, SP 10's, and Office Record Cards have been reconciled with the decrease in book inventory as described above.

It is the duty of the Senior Cashier in charge to verify that all daily reports are in balance or reconciled after consideration is taken of discrepancies noted on such reports.

This report must be prepared by each Stamp Issuing Office. The cashier in charge shall be responsible for its preparation. The report provides for an analysis by series of the number of stamp books on hand at the beginning of the month, received and issued during the month, and on hand at the end of the month. Columns are also provided for the value of stamps issued during the month without regard to whether such issuances can be supported by sales entries on SP 8. Reports for the food and cotton stamps must be prepared separately.

a. Instructions for Completion of Form.

Area: If the area served by the Stamp Issuing Office is more than one county, each county served must be listed

Month: Enter the calendar month and year for which the report is submitted.

Food or Cotton: Indicate which program the report concerns by placing the word "Food" or "Cotton" immediately to the right of the month and year.

Column 1. Stamp Book Series: List the prefix designations of the various denominations and types of stamp books involved.

Column 2. On Hand End of Previous Month: Bring forward the figures from Column 4 of the previous month's report. These figures must represent the number of stamp books on hand, not the value of stamps they contain.

Column 3. Received During Month: Enter the net number of stamp books of each denomination and type actually received during the month. Do not count books ordered but not received. Stamp books in transit shall be carried on inventory by the shipping office until a receipted invoice is received by the shipping office bearing a notation by the receiving office as to the date on which such stamps were added to the receiving office's inventory. Much of the possible confusion arising from stamp book transfers can be eliminated if such shipments can be scheduled so that no books are in transit at the end of the calendar month.

Column 4. On Hand at End of Month: Enter the actual physical inventory by denomination and type of all stamp books on hand at the reporting office, plus any stamp books in transit to but not received by another reporting office as of the close of business on the last day of the calendar month. Stamp books in transit in the mails to participants should not be included in this column. Such books should be shown as issues. Stamp books returned by the post office and held by the reporting office should be included in this column.

Column 5. Issued During Month: Enter the sum of Columns 2 plus 3 minus 4.

Column 6. Value of Stamps Issued: Enter the orange stamp value of all food stamp books issued or the green stamp value of all cotton books issued during the month as shown in Column 5. The figures shown in this column must agree with the total of Column 4 of SMA 464 and also with the sum of issuances reported for each day of the month on SMA-INV-1.

Column 7. Value of Stamps Issued: Enter the blue stamp value of all food stamp books issued or the brown stamp value of all cotton books issued during the month. The figures shown in this column must agree with the total of Column 5 of SMA 464 and also with the sum of free stamp issuances indicated through inference for each day of the month on SMA - INV-1.

Total: Columns 2 through 7 shall be totaled.

Signature: All copies of this report shall be signed by the cashier in charge of the Stamp Issuing Office.

b. Routing of Form.

Route as follows not later than the third of each month:

(1) Southern Area (Except Los Angeles county)

Original and 3 copies to:

United States Department of Agriculture

Agricultural Marketing Administration

821 Market St., Rm. 711

San Francisco, California

Attention: Forrest M. Townsend, District Supervisor⁽¹⁾

One copy to:

State Department of Social Welfare

Division of Commodity Distribution

2210 W. Temple Street

Los Angeles, California

Attention: Stamp Custodian

Retain one copy in office files.

(2) Southern Area (Los Angeles County)

Stamp Issuing Offices in Los Angeles county shall not complete SMA 462. A combined report for all the Stamp Issuing Offices in the county shall be completed by the Statistical Unit at 2210 W. Temple Street, Los Angeles, from accumulated information taken from daily SMA-INV-1's submitted to it by Stamp Issuing Offices.

The number of copies of the combined report to be prepared by the Statistical Unit and the routing of these copies will be the same as for other offices in the Southern Area.

(3) Northern Area

Original and 3 copies to:

United States Department of Agriculture

Agricultural Marketing Administration

821 Market Street, Rm. 711

San Francisco, California

Attention: Forrest M. Townsend, District Supervisor⁽¹⁾

One copy to:

State Department of Social Welfare

Division of Commodity Distribution

200 Van Ness Avenue

San Francisco, California

Attention: Stamp Custodian

Retain one copy in office files.

(1) The A.M.A.'s copies of SMA 464, 464A, and 464B shall similarly be routed instead of to the Area Supervisor of the A.M.A. Please note these changes in Section 2-723, 2-725 and 2-727 of your Manual.

2-723 Monthly Participation Report, SMA 464 2-723

- a.(10) Total all columns except Column 1. The total values of each type of stamp shown in Columns 4 and 5 as issued to all income groups combined must agree with actual sales and issuances of such stamps to eligible participants as supported by SP 8's and the Office Record Cards. These figures should agree with "issuances" as shown on SMA - INV.-1 and SMA 462. ("Issuances" as shown on these two forms are computed by a "subtraction method.") The totals of the values of stamps shown in Columns 4 and 5 as issued to all income groups combined and the SP 8's and Office Record Cards will not agree with the "issuances" as shown on SMA - INV.-1 and SMA 462, however, if there has been either a book shortage or a book overage during the month. These two sets of data shall be reconciled in the following manner on SMA 464:

<u>Income Group</u> (1)	<u>Orange or Green</u> <u>Value</u> (4)	<u>Blue or Brown</u> <u>Value</u> (5)
A	100	50
B	140	70
C	130	65
D	150	75
E	170	85
F	110	55
G	120	60
H	140	70
I	130	65
J	110	55
K	100	50
L	140	70
Total Sales as per SP 8's	1,540	770
+ Book Shortage Occurring during month	70	35
- Book Overage Occurring during month	- 10	- 5
Total*	1,600	800

*"Issuances" as shown on SMA - INV.-1 and SMA 462

2-727 Report of Participation by Category of Assistance SMA 464 B 2-727

- * a.(10) Total and reconcile in the manner prescribed in Section 2-723 a(10).

2-840 Sales and Accounting Procedure in Offices Where a Junior Account Clerk Replaces the WPA Qualifier, Record Clerk, and Statistician. 2-840

The emphatic reductions in WPA personnel in some Stamp Issuing Offices has made it necessary to employ Junior Account Clerks to replace the WPA qualifier, record clerk, and statistician. In such Stamp Issuing Offices, Manual Section 2-520, Over-the-Counter Issuance, as revised, is changed as follows:

- a. All right as in Manual revision except omit "(a WPA employee)" since the Junior Account Clerk will act as the qualifier.
- b. through k. All right as in Manual revision.
- l. The cashier shall then return the Identification Card to the eligible together with the stamp books purchased.
- * m. The cashier shall then place the Office Record Card in a (day) box or basket from which cards may be removed only by the cashier or the Junior Account Clerk (an administrative employee) for posting to Daily Work Sheet SP 8.
- n. to r. Omit entirely.

b. Completion of form:

The selling cashier shall be responsible for the posting of sales from the Office Record Card to the Daily Work Sheet, SP 8's. He may be assisted during heavy sales periods by the Junior Account Clerk (an administrative employee). In posting to SP 8's for March, June, September, and December, the person posting should first sort the Office Record Cards by Income Group so that it will be necessary to work with only one work sheet at a time.

(The above explanatory paragraph replaces the one in the Manual beginning "The day following.....")

(1) to (10) inclusive (All right as in Manual as revised.)

The Agricultural Marketing Administration has advised the State Department of Social Welfare that due to curtailment of budgets within the United States Department of Agriculture and due to the fact that cotton-goods mills have been requested to rush production of war orders, it has been deemed necessary to terminate operation of the Cotton Stamp Plan in California, as well as in the other areas of the country where the plan is in effect.

* Green and Brown Cotton Order Stamps will not be issued to any eligible recipient after May 31, 1942.

Certification documents for participation in the Cotton Stamp Plan subsequent to May 31, 1942, will not be accepted.

With regard to operations subsequent to May 31, 1942, all references to the Cotton Stamp Program in this Manual shall be considered deleted.

FOREWORD

This Manual consists of three chapters. Chapter I deals with the organization of the Commodity Stamp Plan and the routing of correspondence. Chapter II covers policies of the Surplus Marketing Administration and the State Department of Social Welfare related to the Commodity Stamp Distribution Program, interpretations of such policies, and operating procedures. Consider as Chapter III the Fiscal Instructions bulletin issued March 3, 1942. Persons having copies of this shall insert it in the rear of their Manual. Persons not having a copy of the fiscal instructions should write to the Mimeograph Section at 616 K Street, Sacramento, for a copy of such instructions to insert in the Manual.

All previous bulletins concerning the Commodity Stamp Plan are hereby cancelled. Previous instructions have been rewritten to conform with policies inaugurated by the State Department of Social Welfare to permit efficient and economical operation.

A decimal system is used in indexing this manual to provide flexibility and ease of reference. The prefix "1-" is used to designate Chapter I, "2-" to designate Chapter II, etc. Instructions are divided into sections which are numbered in units of one hundred. These sections are subdivided into major subject headings which are numbered in units of ten (i.e., 100 breaks down to 110, 120, 130, etc.) Minor subdivisions of major subject headings are indicated thus, 111, 112, 113, etc. Revisions and additions to this Manual will be designated by an asterisk and bracket (*) in a vertical position in the left-hand margin opposite the revised or added material.

Amendments to the Commodity Stamp Distribution Manual and other instructions to Stamp Issuing Offices will be issued according to the following procedure:

Circular Letters

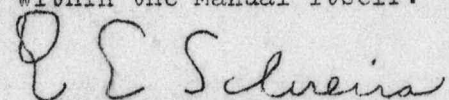
- * Instructions or notices of temporary interest only are to be issued in a numbered Circular Letter series. In some cases a circular memorandum may result in a Manual revision, but generally it will apply to procedure of interest for a period of thirty days or less.

Administrative Bulletins and Manual Revisions

Instructions of a more permanent interest than Circular Letters (applying for more than thirty days) will be issued to the Stamp Issuing Offices first in the form of a numbered Administrative Bulletin series. Usually the Manual will be revised later to incorporate these instructions or revisions.

Manual revisions will be issued from the Mimeograph Section in Sacramento to all persons to whom Manuals have been issued and will indicate what bulletins or parts of the Manual they replace.

Separate folders should be kept for the Circular Letters and the Administrative Bulletins. The Manual revisions when received should, of course, be placed in the correct numerical order within the Manual itself.


Administrative Assistant

SAMPLE OF FORM

STATE DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

SMA#	Food Stamps	Cotton Stamps

Asterisk 3 to 1 cotton sales in Los Angeles County

SP 10

2-714 Illustration of SP 11 --714
DEPARTMENT OF SOCIAL WELFARE
DIVISION OF COMMODITY DISTRIBUTION
CASH ON HAND AND OVERAGE AND SHORTAGE REPORT

Stamp Issuing Office Date Covered by Report _____

- I. Cash On Hand
- A. Cash on hand previous day \$ _____
- B. Cash Received date of this report + _____
- C. Cash deposited (Slip attached to Stamp
Custodian's copy of this form) - _____
- D. Adjustments (Explain) + _____
or _____
- E. Cash on hand at end of day covered
by this report _____

II. Over and Short Report

A. Daily Report

Cash Overage		Signature of Cashier Responsible		Cash Shortage		Signature of Cashier Responsible	

Book Overage	Group	Signature of Cashier Responsible		Book Shortage	Group	Signature of Cashier Responsible	

B. Accumulated Report of Uncleared Shortages

Cash Shortage	Signature of Cashier Responsible	Book Shortage	Group	Payments Made		Signature of Cashier Responsible
				Reg	Free	

C. Book Overages

No.	Group	Orange or Green Stamp Value

STATE DEPARTMENT OF SOCIAL WELFARE
COMMODITY STAMP DISTRIBUTION

ADMINISTRATIVE BULLETIN NO. 6

TO: ALL STAMP ISSUING OFFICES

DATE: May 25, 1942

SUBJECT: AGRICULTURAL MARKETING
ADMINISTRATION MONTHLY REPORTS

The decreased number of WPA clerical workers being assigned to Stamp Issuing Offices has necessitated a change in procedure for completion of Agricultural Marketing Administration Reports, Forms SMA 464, 464A, and 464B.

Beginning with reports for the month of June, the Commodity Stamp Distribution Statistical Unit, located at 311 South Spring Street, Room 1208, Los Angeles, will prepare Forms SMA 464, 464A, and 464B for all Stamp Issuing Offices statewide.

Stamp Issuing Offices shall continue to accumulate statistical information on Forms SP 8, SP 8A, and SP 9 according to Manual procedure, sections 2-600 through 2-630, with the exception that Form SP 8A shall be prepared in duplicate beginning June 1, 1942.

With discontinuance of the cotton stamp program, the cotton columns on the Form SP 8A shall be used for food stamp statistics, thus reducing the number of sheets required from three to two.

All Stamp Issuing Offices except Los Angeles County shall originate an additional copy of Form SMA-INV-1, "Consolidated Daily Stamp Inventory and Transaction Sheet," and Form SP 11, "Cash on Hand and Over-and-Short Report," which shall be forwarded daily to the Statistical Department.

Stamp Issuing Offices in Los Angeles County shall continue to submit one copy of Form SMA-INV-1 to the Statistical Department, as provided in the Manual, accompanied by one copy of Form SP 11.

All Stamp Issuing Offices shall forward the duplicate copy of monthly Form SP 8A to the Statistical Department in two parts as follows:

Part 1 - 1st to 16th day - Mail to Statistical Unit not later than 17th day of each month

Part 2 - 17th to 31st day - Mail to Statistical Unit not later than first working day following the close of each month.

Each column on part 1 must be totalled. The totals on part 2 must be accumulative for the month (inclusive of the total brought forward from part 1).

Sales totals reported on Form SP 8A must balance with total stamp issuance as reflected by Form SMA-INV-1 and Form SMA 462 after considering over-and-short discrepancies.

Stamp Issuing Offices shall continue to prepare Form SP 9, "Tally Sheet on Eligible Case Load," according to Manual procedure, section 2-630. After Form SP 9

May 25, 1942

is completed on the first of each month, all Stamp Issuing Offices shall report by memorandum the required information appearing on Form SP 9, according to procedure provided for Los Angeles County Offices (see Manual Section 2-630, paragraph c).

Before proceeding with the preparation of Forms SP 8, SP 8A, and SP 9 for June, all Stamp Issuing Office personnel handling these forms should be thoroughly familiar with the statistical information required for June. Particular reference should be given to sections 2-610, 2-620, and 2-630 of the Manual. Call on your Supervising Cashier Clerk if the statistical requirements for June are not clear to you.

Stamp Issuing Offices shall continue to complete and forward SMA Form 462 as heretofore.

MARTHA A. CHICKERING, DIRECTOR

Frank A. Hitchcock

Frank A. Hitchcock, Supervisor
Commodity Stamp Distribution

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FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA
MAY 27 1942
PAUL PEEK, Secretary of State
By *[Signature]* Deputy
CHIEF OF BUREAU OF DIRECTOR

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

MAY 21 1942

PAUL BECK, Secretary of State

By *Chris G. Bryant*
Deputy

NOTE: That part of these instructions which concern the determination and reporting of book and cash shortages are new. The remainder of these instructions incorporate Administrative Bulletins Nos. 1, 3, 4, and 5 into the Manual. Administrative Bulletin No. 2 has not been so incorporated because it is only of temporary interest.